Graduate Research Fellow
Paid Internship for Fall 2018-Spring 2019

Position Overview

The Gephardt Institute for Civic and Community Engagement is hiring a paid Graduate Research Fellow position to support assessment, evaluation, research and strategy for the institute. This is a part-time position for full-time or part-time advanced graduate students (at the doctoral or Masters level). The primary function of this position is to manage various areas of responsibility and provide support to the strategy, assessment, evaluation, and research area in the Gephardt Institute for Civic and Community Engagement across our programs, initiatives, and strategies. The position will report to the Assistant Director for Strategy and Evaluation, and collaborate with a team of research fellows.

Responsibilities include, but are not limited to, the following:

1. Create and implement program assessment and evaluation plans which include protocol development, instrument creation, data collection, and data analysis and reporting in collaboration with Gephardt Institute staff
2. Conduct and report on literature reviews, benchmarking, logic model edits, and/or data audits as assigned by the Assistant Director of Strategy and Evaluation
3. Facilitate presentations and learning opportunities for Gephardt Institute staff regarding assessment, evaluation, and/or research in higher education and civic and community engagement
4. Attend meetings and trainings, as directed by the supervisor
5. Responsible for short-term projects as assigned by the supervisor
6. Participate in a research team made up of other Masters and Graduate Research Fellows and the Assistant Director of Strategy and Evaluation
7. Participate in Gephardt Institute events, programs, and services as directed by the supervisor
8. Perform other duties consistent with the purpose of the position as assigned.

Desired Qualities of Successful Candidates

- Prior experience in a nonprofit, higher education, education or related setting in evaluation, assessment, and/or research methods
- Experience in building systems and structures to support evaluation, assessment, and research efforts
- Ability to synthesize literature and related information to inform evaluation approaches
- Quantitative, qualitative, and/or mixed methods analysis experience
- Experience using software for data input and analysis (Excel, SPSS, SAS, NVivo, Atlas.ti)
- Proficiency in research-informed thinking and problem solving
**Eligibility**

Advanced graduate student (at the doctoral or Masters level) in any of the academic schools at Washington University in St. Louis who will be enrolled for the duration of the 2018-2019 academic year are eligible to apply. 3.0 minimum GPA.

**Time Commitment & Duration**

Weekly time commitment may fluctuate depending on responsibilities. The Graduate Research Fellow is expected to work approximately 10 hours per week during two academic semesters (fall 2018 and spring 2019). Hours are flexible based on the student’s schedule. All Gephardt Institute interns are expected to attend the semester kick off retreat in August 2018.

**Remuneration**

$12.00-15.00 per hour, dependent on experience, payable bi-weekly.

**Application Process**

Applications are due Friday, March 30, 2018, by 5:00 p.m. Please submit your resume and cover letter online at https://gephardtinstitute.wustl.edu/contact/paid-internships-in-the-gephardt-institute/. Applications must include the online Staff Application Form, resume, and cover letter. Please contact Assistant Director for Strategy and Evaluation, Dr. Jillian Martin, jillian.martin@wustl.edu, with any questions about the position or process to apply.