MESSIAH COLLEGE

INTERNSHIP POSITION DESCRIPTION

Position: Academic Research Assistant

Organization: Messiah College

Address 1: Box 3023

Address 2: One College Ave.

City: Grantham St: PA Zip: 17027

Contact: Laura Miller

Title: Assistant Director of Institutional Research + Analysis

Phone: 717-796-1800 x3630 Fax: 717-796-5070

Email: LMiller@messiah.edu

Website: www.messiah.edu/offices/research

Majors Desired:

We will accept the following types of students:	☒ Credit	☐ Non-Credit
Is free and safe parking available?	☒ Yes	☐ No
Do you provide reimbursement for parking costs?	☐ Yes	☒ No

Time Preference:	Compensation:	When Available:
☒ Part Time	$ 0	☒ Fall
☐ Full Time		☒ Spring
☐ No Preference	(Average wage in 2005 - $8/hr)	☒ Summer

Job/Project Description: Attached

Experience/ Skills Desired: Attached

Position: Academic Research Assistant

Office: Institutional Research
Contact: Laura Miller
Email: LMiller@messiah.edu

Opportunity Offered: Professional Development Experience **OR** Internship

Job/Project Description:
The purpose of this position is to assist the Assistant Director of Institutional Research and Analysis with extracting data, formatting surveys, constructing datasets, conducting data analysis, external reporting, and other pertinent research activities. One specific responsibility of this position will likely include the construction of a dataset for GRE scores as well as basic statistics once the dataset is constructed. The Academic Research Assistant will also assist with the editing and formatting of the annual college Fact Book. Other specific duties may be tailored to the student's interests – opportunities are abundant. This is a rare opportunity for students to gain experience in a college Institutional Research office. A great resume builder for students wishing to pursue a career requiring analytic skills. This position requires a minimum of 4 hours a week.

At the completion of this position, the Academic Research Assistant may:

- Demonstrate core competencies of research: design, collection, analysis, and presentation
- Successfully compile data to report general statistics (e.g., means, medians, frequencies)
- Learn data analysis skills including basic statistics and ranking
- Gain knowledge and be familiar with external reporting agencies (e.g., AICUP, US News & World Report)
- Accurately utilize resources (i.e., the IPEDS data center) for peer analysis to compare Messiah College to our benchmark/competitor institutions on various levels (e.g., tuition and fees, faculty salaries, endowment)

Experience/Skills Desired:

- Ability to complete projects in a timely manner
- Well organized, detail oriented
- Basic knowledge of statistics (e.g., mean, median, frequency)
- Experience with using Excel (especially spreadsheets), Power Point, and Microsoft Word
- Good writing, communication, and presentation skills
- Motivated
- Willing to work in a team environment