

## Position Description

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VISTA Research Assistant

Date: September 2017

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**Function:** To assist research staff in the Riley Institute's Center for Education Policy and Leadership with projects and evaluations related to education, as part of a larger VISTA program. Employee is not an employee of Furman University but an employee of the VISTA program. Specific responsibilities are listed below.

### Responsibilities:

Manage the WhatWorksSC clearinghouse of promising and evidence-based education programs across the state.

- Synthesize existing information and data on promising programs and initiatives occurring across the state that help empower students and school personnel to combat poverty.
- Organize all programs and initiatives into the WhatWorksSC clearinghouse so information about promising programs and initiatives is readily available.
- Assist with marketing efforts to ensure information related to the WhatWorksSC clearinghouse and the impact of its programs and initiatives is shared statewide.

Assist with the development of an outcomes measurement tool to evaluate student-level attitude and behavior change as a result of their participation in the Students In Action (SIA) program

- Research and create a measurement tool, such as a pre- and post-assessment, for evaluating student-level outcomes.
- Pilot the use of this measurement tool with students participating in the SIA program.
- Evaluate the data collected through this tool and determine its effectiveness at assessing behavior change among students.

Develop an outcomes measurement tool to evaluate student-level attitude and behavior change as a result of their participation in the Students In Action (SIA) program

- Research and assess the integration of SIA into local high schools where SIA is currently active to determine its strategy and effectiveness.
- Based on this assessment, develop a tool kit/resource guide for teachers and students at New Tech high schools around the state to support the integration of SIA into their program.
- Seek to build partnerships with New Tech programs in high schools across SC to pilot the integration of service-learning through SIA into the New Tech model.

**Reports To:** Research Director, Center for Education Policy and Leadership, Riley Institute. Work is performed independently and non-routine issues or questions are referred to the supervisor.

### Education/Skill Requirements:

- Bachelor's degree required and some relevant experience preferred
- Experience in office software, including word processing (Word), spreadsheets (Excel), and PowerPoint required. Experience in SPSS, Qualtrics, or other research-related software preferred.

**Work Conditions:** Work is performed under usual office conditions. Occasional evening work is required when assisting with events.

**Position Details:** Position begins in November 2017. Full time during regular business hours. One-year position with the possibility to extend to two years.

**Application Details:** Please submit resume and cover letter as soon as possible to Dr. Brooke Culclasure at [brooke.culclasure@furman.edu](mailto:brooke.culclasure@furman.edu). Interviews will take place at Furman on Wednesday, September 20.

**Compensation Package:**

Basic Benefits:

- Living Allowance: \$472.22/bi-weekly
- End of Service Award: Education - \$5,815 Voucher **OR** Cash Stipend - \$1,800
- Healthcare Allowance (if eligible)
- Childcare Allowance (if eligible)
- Relocation Allowance (if eligible)
- Training

VISTA Benefits of Service link: <https://www.vistacampus.gov/in-service/benefits-service>