

Social Ecology of Educational Products (SEEP) Project

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

Job Description

Undergraduate research assistants will learn how to systematically search the internet and specific databases, capture relevant data, and import it into modern data analysis software. They will also learn how to review and code empirical literature and other data sources. This work will begin this Fall 2019 and, if all goes well, continue through spring of 2020. Undergraduate Research Assistants will typically be asked to work a minimum of 10 hours a week and no more than a maximum of 20 hours per week.

Core Job Responsibilities

- Complete trainings on data collection and storage processes as well as on using NVivo data analysis software.
- Conduct document collection and storage using identified databases and search protocols.
- Systematically examine and code materials (marketing documents, technical reports, academic articles).
- Record work processes for each shift and promptly communicate issues as they arise.
- Perform other research project related duties as they arise.

Necessary Skills

- **Accuracy & attention to detail** – Are you a detail-oriented person who can closely follow data collection protocols and accurately identify and store data?
- **Independent & self-motivated** – Are you able to work independently, without direct supervision, to fulfill work expectations? Can you self-motivate to achieve tasks?
- **Clear, professional, & prompt communication** – Can you maintain regular, clear communication with a team? Can you convey questions and concerns promptly and clearly?

Application Instructions:

- Provide a **single PDF document** with:
 - Cover letter describing: a) your interest in the project and noting how your background and interests match the responsibilities and skills listed above.
 - Resume.
 - Unofficial UIC transcript.
 - Fall 2019 course schedule.
- Name the PDF file “SEEP UGRA Application [Your Last Name].pdf”
- Email PDF file to the Project Coordinator Andria Shyjka at ashyjik2@uic.edu
- **DEADLINE to apply is Thursday 10/31.** Selected applicants will be contacted for an in-person interview

The University of Illinois conducts background checks on all job candidates upon acceptance of contingent offer of employment. Background checks will be performed in compliance with the Fair Credit Reporting Act.