Research Assistant Job Description

ILC Overview
The Illinois Leadership Center (ILC) is a highly successful partnership between Academic Affairs and Student Affairs at the University of Illinois at Urbana-Champaign, a premier public research university located in east-central Illinois. The Center serves as a focal point for student-oriented leadership initiatives on campus, bridging learning and development opportunities between academic curricula and student affairs programs and services. It has an established record of student involvement in academic leadership courses, workshops and conferences, educational programs, and consulting services. The Center’s vision is to be an internationally acclaimed provider of leadership education, research and practical opportunities for students.

Job Description
- Serve as a member of the Illinois Leadership Center professional staff, participating in departmental meetings, advancing the strategic plan of the Center, and assisting with department-wide projects
- Assist with assessment of ILC programs including by not limited to i-Programs, workshops, the Institute by LeaderShape, and the Leadership Certificate Program
- Conduct qualitative and quantitative analysis of i-Programs data and create reports that will communicate the results to ILC staff, students, and stakeholders
- Coordinate undergraduate student employee scheduling and team meetings
- Supervise undergraduate student employees for the Assessment and Research team
- Facilitate the survey instrument at i-Programs, revising as needed in accordance with i-Program learning outcomes
- Work with the Director on conducting empirical research for publication using ILC assessment data
- Facilitate workshops and provide support for ILC programs as needed

Supervision: The Research Assistant will report to the Director of the Illinois Leadership Center.

Hours: 20 hours/week, some evening and weekend hours may be required

Qualifications
- A Bachelor’s degree is required, Master’s degree preferred
- Prior experience with assessment, data analysis, or survey design is preferred
- An ideal candidate would possess these skills and/or experiences:
  - Background in conducting independent research
  - Comfortable in an advising role and meeting one-on-one with students
  - Experience interacting with faculty and staff
  - Experience supervising student workers
Illinois Leadership® Center

- Excellent oral and written communication skills
- Experience with Excel, SPSS, and data analysis
- Excellent organization and project management skills
- Ability to independently manage complex tasks
- Ability to work with and serve the needs of diverse student populations

Application Process:
To be considered, please submit an application form: https://forms.illinois.edu/sec/566256361. Applications will be accepted until March 21, 2022.

Questions about this position or the application process should be directed to Clair Bryan, Assistant Director, cebryan2@illinois.edu.

To learn more about the Illinois Leadership Center, visit www.leadership.illinois.edu.