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23-Aug-2024

Enrollment and
Engagement Office
Aide (FWS Eligible)

Student Worker II
103964BR

⬅ Previous Job

23-Aug-2024

Research Aide

Student Worker IV
103920BR

Job Description

Researchers in the School of Public Affairs are seeking dynamic aides to play a key role in gathering contact information for public officials, transcribing interviews, performing preliminary data coding, and supporting the implementation of a survey.

23-Aug-2024

Grader: HW

Student Worker II
103991BR

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Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Downtown Phoenix

Department Name

School Of Public Affairs

Full-Time/Part-Time

Part-Time

VP Code

VP/EXEC VICE PROV DPC

Scope of Search

Open

Grant Funded Position

This is a grant funded position. Continuation is contingent on future grant funding.

Salary Range

\$20.00 per hour

Close Date

06-September-2024

Essential Duties

Transcription of interview data, collection of information, and in survey implementation.

- Information Collection and Merging: Assist in the collection of contact information of public officials from various sources to create comprehensive and cohesive contact list for a survey.
- Transcription Cleaning: Assist in checking the accuracy and quality of transcribed interviews.
- Software: Utilize excel proficiently to manage data entry.
- Preliminary Data Coding: Collaborate with the research team to interpret interview data to draw meaningful conclusions from the research findings.
- Survey Follow-ups: Help in following up (via phone and email) with survey participants to encourage participation.
- Collaboration and Communication: Collaborate and communicate effectively with other team members, participating in research meetings, sharing insights, and contributing to research discussions.

Minimum Qualifications

This classification is limited to teaching/research aide type work or those positions requiring highly specialized skills and/or technical knowledge.

Desired Qualifications

- **Enrollment:** Must be a currently enrolled ASU undergraduate or graduate student pursuing a degree.
- **Computer Skills:** Basic proficiency in Microsoft Excel and Word programs.
- **Attention to Detail:** Meticulous attention to detail to ensure accurate data analysis and interpretation required.
- **Communication Skills:** Excellent written and verbal communication skills to assist with transcription, report writing, and collaboration with the research team.
- **Time Management:** Effective time management skills to meet research deadlines and manage multiple tasks concurrently.
- **Initiative:** Proactive and self-motivated approach to research tasks and problem-solving.

Working Environment

Activities are generally performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse(60%); frequently required to stand for varying lengths of time and walk moderate distances to perform work (40%);occasional bending, reaching, lifting, pushing and pulling up to 25 pounds (5%); regular activities require ability to quickly change priorities. Ability to clearly communicate verbally and to read, write, see and hear to perform essential functions. May be required to travel between buildings at the Downtown campus, which requires walking moderate distances. Use of calculator, telephone, computer (monitor, keyboard and mouse), printer, fax and copier. This position receives regular supervision of duties.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit

<https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

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