

Position Description

Title: **Research Assistant**
Classification: Hourly, part time
Reports To: Research Director
Supervises: N/A

High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the natural and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historical collections.

Job Summary – Research Assistant

We are seeking a part-time, temporary contract Research Assistant to work on a research project in collaboration with Oregon State University – Cascades, the High Desert Museum, and the Deschutes Public Library. This position would last about two months.

The person in this position will work under the guidance of Dr. Debbie Siegel, research director, who is conducting research on family science, technology, engineering, and math (STEM) learning in museums and libraries and on the professional development of museum educators, librarians, and scientists. Specifically, this is a project funded by the Institute of Museum and Library Services (IMLS) to develop innovative programs to support family STEM learning.

The research assistant will be motivated, responsible, and be able to work in a team, as well as, independently. This person will have an interest in psychology or formal/informal education research, have keen attention to detail, and be comfortable talking with parents. In collaboration with the research director, the research assistant will primarily be involved in phone interviews with families and data entry.

The job will be located at the High Desert Museum. Work hours will depend on the varying needs of the project and since it also depends on the availability of the interviewees, will likely include some evening hours. The number of hours may range from 5-7 hours per week throughout the two months.

High levels of professionalism and collaboration, a positive demeanor and the ability to learn new skills quickly are essential traits.

Required Qualifications

- At minimum, a current undergraduate student
- Experience interviewing is a plus
- Interest in psychology or education research
- Keen attention to detail, while also keeping the larger picture in mind
- Working knowledge of Google apps
- Ability to clearly communicate and ask questions for clarification when needed
- Proven ability to work as part of a team, establishing and maintaining effective working relationships with fellow employees, volunteers and general public
- Ability to work flexible hours and days as necessary

Responsibilities and Tasks

1. Conduct phone interviews with families each week for 6 weeks. Calls may need to occur weekday evenings depending on family availability
2. Data entry
3. Performs other tasks and duties as assigned by the supervisor

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Anticipated start date: March 26, 2018.

<http://osucascades.edu/>

<https://www.highdesertmuseum.org/>

<http://www.deschuteslibrary.org/>

Please send resume and cover letter to the High Desert Museum, attention Shannon Campbell.

scampbell@highdesertmuseum.org

<http://highdesertmuseum.org/job-opportunities>

Any specific questions about the position can be directed to Dr. Debbie Siegel, research director at siegeld@oregonstate.edu.

Mission

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.