

JOB TITLE: Office Assistant 3 (Biology Education Research Assistant)

REPORTS TO: Dr. Greg Crowther, Biology Instructor

GENERAL SUMMARY

Dr. Crowther continues to develop a STEM teaching and testing framework known as Test Question Templates (TQTs). This work has included collecting survey data from his students over the past five academic quarters. The Research Assistant will help Dr. Crowther analyze both the numerical data (percentages of students who selected various options on multiple-choice questions) and the qualitative data (free-form responses to open-ended questions). The student might also assist with the analysis of student feedback collected by a collaborator at another university. The ultimate goal is to produce a manuscript for publication in a biology education journal. Additional information on TQTs can be found at <https://faculty.washington.edu/crowther/Research/TQTs.shtml>.

ESSENTIAL JOB FUNCTIONS

- Compile numerical data into tables and graphs
- Analyze student comments to identify recurring themes
- Discuss how the data can be used to improve STEM teaching
- Assist with manuscript-writing
- Assist with preparation of figures

KNOWLEDGE REQUIRED

- General familiarity with the format, goals, and procedures of college biology and STEM courses.
- Basic familiarity with Creative Commons permissions and licenses.
- Facility with basic statistical concepts and calculations: percentages, means, t-tests, statistical significance, sampling bias.

SKILLS AND ABILITIES REQUIRED

- Ability to interpret and categorize survey comments
- Ability to compile and analyze data with spreadsheets and graphs
- Ability to prepare visually appealing graphics (e.g., in Illustrator, Photoshop, and/or PowerPoint)
- Ability to communicate effectively in person and via email
- Ability to manage one's time effectively (i.e., stay on task)

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be a complete list of all job responsibilities or skills, knowledge and abilities required.

Job Type: Student, Part-time, maximum 69 hours per month.

Paid at Office Assistant 3 pay rate, Range 34, Step A, currently \$15.74 per hour

Qualifications:

Preferred: knowledge of biology, STEM, and/or scientific illustration

Accepted: interest in biology, STEM, and/or scientific illustration

Application Instructions:

Send resume and availability to gcrowther@everettcc.edu