

**Graduate Assistant/Employment Position  
Connecticut State University System  
Office of Strategic Planning, Institutional Research, Market Research and Analysis  
Spring 2010**

The Office of Strategic Planning, Institutional Research, Market Research and Analysis collects, analyzes, organizes and disseminates data and institutional information to support the Connecticut State University System (CSUS). The CSUS is the largest public university system in Connecticut and consists of four comprehensive universities with more than 35,000 students. The Universities - Central, Eastern, Southern and Western - offer graduate and undergraduate programs and provides extensive opportunities for assistantships, internships, community service and cultural engagement.

**Purpose**

The CSUS Office of Strategic Planning, Institutional Research, Market Research and Analysis has established an graduate assistant position to acquaint students with both the formal and informal aspects of the data analysis related to public policy issues. A major objective of this particular project is to serve as a member of a three-person team conducting analysis of data collected by The State Department of Public Health related to the violence prevention program for women.

**Graduate Assistant – Data Analysis**

Appointment is for spring 2010 semester; which may be renewed for summer (2010) full-time or fall 2009. 20 hours each week or 300 hours per semester at \$15.00/hour. The assistantship is based at the System Office in Hartford location.

**Qualifications**

The assistantship is open to any graduate student in good academic standing who is attending a CSUS institution. Preference will be given to students in the areas of social work, women's studies, sociology, psychology, public health or healthcare.

Primary Duties include:

- Entering and reviewing survey data results and summarizing findings for the Associate Vice Chancellor, Director and the Violence Prevention Program Coordinator, such as rank ordering results using sort, cut, and paste features in Microsoft Office applications
- Other project and office related duties as assigned

Requirements include:

- Knowledge and use of Microsoft Word, Excel and qualitative data coding techniques
- Ability to communicate in speech and in writing and to work independently

Additional useful skills and experience:

- Familiarity with SPSS, and MS PowerPoint
- Experience collecting and analyzing survey data

**To apply:**

Submit a letter of application, resume, and the names, addresses/email addresses and phone numbers of 3 professional references via email to:

Dr. William Gammell, Associate Vice Chancellor  
phone: 860.493.0003 | fax: 860.493.0080 | email: [gammellw@ct.edu](mailto:gammellw@ct.edu)