



Graduate Research Assistant

REPORTS TO: Director of Research

STATUS: Temporary Part-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia

I. Position Summary

The graduate research assistant will provide assistance to data, research, and evaluation activities at Children's Trust. Key assistance includes supporting the agency's efforts to make data-driven decisions; engage in research activities to impact programs, practice, and policies; and ensure programs are meeting fidelity standards, achieving outcomes, and impacting the agency's mission. The graduate research assistant will report directly to, and carry forward the tasks and initiatives as outlined by the Director of Research

Data activities include assisting with disseminating data, by generating effective data visualizations, leading internal and external data conversations, and developing and disseminating written data reports. Research activities include literature reviews of relevant topics (e.g., ACEs, prevention, public health, etc.), writing grant and other applications, analyzing data, and developing and writing peer-reviewed publications and research briefs. Evaluation activities include supporting the evaluation of the Empower Action Model, the agency's prevention framework by developing reports, presentations and peer-reviewed publications on outcomes and tools associated with the model.

Key to the success of the graduate research assistant will be the ability to manage simultaneous projects, build strong internal and external relationships, and utilize various strategies to communicate with a variety of individuals and partners. The graduate research assistant must be a skilled professional who is passionate about research, the prevention of child maltreatment and injuries, and the promotion of child, family, and community health and well-being.

II. Duties and Responsibilities

- Review and summarize academic literature for various needs and projects (e.g., prevention strategies, child and maternal health, collective impact, evaluation tools, child maltreatment rates, adverse childhood experiences, race equity, and public health).
- Develop data profiles and relevant internal/external data products using child maltreatment data, KIDS COUNT data, Adverse Childhood Experiences/Positive Childhood Experiences data
- Coordinate and contribute the development of peer-reviewed publications and research briefs for existing projects including adverse childhood experiences, Empower Action coalitions, social norms around parenting, and survey methods.

- Support the development of research briefs and relevant agency research reports such as the annual Child Maltreatment Report for the board

Other general activities will include public speaking/ presentations to staff and community partners, supporting our annual Building Hope for Children Conference, writing grant applications, data entry and some office duties.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

III. Qualifications

Enrolled in a doctoral level graduate program in a related field such as public health, community psychology, social work, etc.

Experience working with data, research, and/or evaluation.

Experience with data analysis software packages (i.e., SPSS, SAS, or Stata).

Strong foundational knowledge of health promotion and primary prevention.

Work independently, set priorities, and perform multiple tasks; embody organizational and problem-solving skills and strong time-management skills.

Have good judgement, empathy, adaptability and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Manage light to moderate carrying and lifting of items.

Interest in, policy, and grant and report writing.

Follow through with all projects and assignments and meet scheduled timelines.

Have proficiency in all Microsoft Products; ability to use SharePoint, Trello, Microsoft Teams, and Zoom.

Drive and travel throughout South Carolina as needed.

This is a grant/contract position and subject to change.

Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required.