

Schubert Center for Child Studies: Research Assistant Position Description

The Schubert Center for Child Studies (SCCS) Research Assistants (graduate and undergraduate students) are part-time employees who are integral to advancing the mission of SCCS through research, communications and administrative assistance.

Under supervision of SCCS Assistant Director, and in consultation with the SCCS Director and SCCS Child Policy Director, Research Assistants will, as assigned:

- Assist with research and drafting Schubert Center publications including research/policy briefs, issue briefs, annual reports, student spotlights, and other reports as needed
- Assist with research and drafting communications, including press releases, letters to the editor, e-mail, flyers, etc.
- Assist with website and social media communications, including keeping current the website, drafting social media (Facebook/Twitter/etc.), drafting blog posts, creating event pages, etc.
- Provide background research on relevant topics, potential speakers and other issues as requested for SCCS Director, Assistant Director & Policy Director
- Assist with proofing and copyediting grants and publications
- Assist with creating professional presentation materials, including PowerPoints
- Assist at Schubert events including set up and take down, registration, photography, note taking, social media efforts, and other tasks as needed
- Work closely with the SCCS Assistant Director, to ensure joint plans and assignments are well understood and efficiently and accurately executed
- Contribute to SCCS strategic planning, conversation series planning and other planning activities of the Center through occasional meetings and ongoing dialogue with SCCS staff.
- May assist with overflow administrative tasks, i.e.: mailing list maintenance, preparing large mailings, organization of office/files etc. . . .
- Communicate any concerns/complaints, with suggestions of possible solutions