Research Assistant Job Description

ILC Overview
The Illinois Leadership Center (ILC) is a highly successful partnership between Academic Affairs and Student Affairs at the University of Illinois at Urbana-Champaign, a premier public research university located in east-central Illinois. The Center serves as a focal point for student-oriented leadership initiatives on campus, bridging learning and development opportunities between academic curricula and student affairs programs and services. It has an established record of student involvement in academic leadership courses, workshops and conferences, educational programs, and consulting services. The Center’s vision is to be an internationally acclaimed provider of leadership education, research and practical opportunities for students.

Job Description
- Serve as a member of the Illinois Leadership Center staff, participating in departmental meetings, advancing the strategic plan of the Center, as well as assisting with department-wide projects
- Assist with assessment of ILC programs including by not limited to i-Programs, workshops, The Institute, and Leadership Certificate
- Conduct analysis of i-Programs data and create reports that will communicate the results to ILC staff, students, and stakeholders
- Advise and provide direction to undergraduate student employees on research and assessment initiatives
- Facilitate the survey instrument at i-Programs
- Assist the associate director with assessment and research presentations and workshops
- Manage the Multi-institutional Study of Leadership (MSL) registration process and conduct analysis
- Conduct background research on leadership topics, and benchmark ILC programs
- Facilitate workshops as needed

Supervision: The Research Assistant will report to the Associate Director Illinois Leadership Center.

Hours: 20 hours/week, some evening and weekend hours will be required

Qualifications
- A Bachelor’s degree is required, Master’s degree preferred
- Prior experience with assessment, data analysis, or survey design is preferred
- An ideal candidate would possess these skills and/or experiences:
  - Comfortable in an advising role and meeting one-on-one with students
  - Experience interacting with faculty and staff
  - Experience supervising student workers
  - Excellent oral and written communication skills
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- Experience with SPSS and data analysis
- Excellent organization and project management skills
- Ability to independently manage complex tasks
- Ability to work with diverse student populations

Application Process: To be considered, please attach a current resume and cover letter highlighting your interest and qualifications for the position and email it to Dr. Beth Hoag, Associate Director at the Illinois Leadership Center (bhoag2@illinois.edu).

To learn more about the Illinois Leadership Center, visit www.leadership.illinois.edu.