



Magnolia Consulting – Research Assistant

Are you looking for an opportunity to match your skills with work that makes a difference? Magnolia Consulting (www.magnoliaconsulting.org) is a values-lived company that cultivates learning and positive change through research, evaluation, and capacity building services. Our research and evaluation studies generate rigorous evidence to drive confident decision making, better outcomes, and best practices in PreK-20 education products and programs, STEM education, postsecondary readiness and education, data use, and school employee sexual misconduct. We are committed to being a force for good through actions and services that promote justice, equity, diversity, and inclusivity (JEDI) among team members and in support of our clients and funders.

If you are an individual who loves to make an impact, seeks challenging work, and enjoys a team-oriented environment, Magnolia Consulting could be a good fit for you. We are seeking an entry-level Research Assistant to join our team of heart-centered, client-focused individuals working in a highly collaborative remote environment.

Some of our benefits include:

- Competitive salary
- Generous PTO policy
- Paid health and dental insurance
- Matching contributions to an individual retirement account
- Paid professional development and job-embedded mentoring
- \$500 towards a work-from-home office setup

The ideal candidate will have:

- Experience with Excel and SPSS statistical software
- Experience in cleaning, checking, coding, and merging databases in preparation for analysis
- Experience in conducting descriptive and inferential analyses
- Experience with presenting data in charts, tables, and other visualization techniques
- The ability to conduct literature reviews and write research summaries
- Experience in collecting interview and observation data
- Strong attention to detail and excellent organization skills
- Excellent written and verbal communication skills
- A dependable, “can do” work ethic and trustworthy, positive disposition
- Comfort and experience working from a home office
- A bachelor’s degree or master’s degree (preferred) in social sciences or related field.
- Minimum one year work experience in a research or social science environment (preferred).

We are a virtual company based in Charlottesville, VA, and would like to hire a Research Assistant located in Virginia or North Carolina, but will consider other qualified candidates with experience working remotely.

Our hiring process includes the following steps (submit any questions about this process to resumes@magnoliaconsulting.org):

1. Complete and submit an application package:
 - a. Submit a cover letter and resume to resumes@magnoliaconsulting.org AND
 - b. Complete an initial one-way video interview. Keep in mind, this is mandatory for further consideration. The interview consists of 5 questions for which you will provide recorded answers. You will have the ability to practice before getting started.



Here is the link for your video interview: <https://hire.li/84dcf78>

The deadline to complete the interview is five days, but the sooner you can get the interview completed, the better, as we are moving quickly through the hiring process. Our goal is for the different members on our hiring team to get to know you better. A few important things to note:

- We use a video interviewing platform called Spark Hire. If you need any help with the process, you can reach their 24x7 support team at support@sparkhire.com.
 - If you don't have a webcam, you can use a mobile device after downloading Spark Hire's free iOS or Android app.
 - Once you accept the interview invitation, you will be emailed step by step instructions from Spark Hire.
2. If you are selected to move on based on your resume and initial Spark Hire video interview, we will ask you to complete a performance task involving screening and cleaning data and doing some preliminary descriptive analyses with a sample database similar to ones we use in our studies.
 3. If you are successful in the performance task, we will invite you to complete a longer interview with the Magnolia team.

JOB DESCRIPTION: Research Assistant

GENERAL PURPOSE

Position contributes to the Magnolia Consulting research and evaluation team by supporting senior-level staff on a variety of studies.

POSITION KEY RESPONSIBILITIES

- Assists with various data collection activities, such as observations, focus groups, interviews, and participant demographics, as needed.
- Prepares databases in Excel and SPSS by entering, cleaning, checking, coding, and merging data for analyses and propensity score matching.
- Prepares databases in Atlas.ti by entering, cleaning and preparing qualitative data for import from interviews, focus groups or other sources. Assists with setting up coding schemes for qualitative data.
- Assists with online survey administration, management, and reporting.
- Conducts literature reviews and provides research summaries, as needed.
- Assists with participant recruitment for studies.
- Under supervision of senior-level staff conducts basic data analyses, which could include descriptive statistics of quantitative data or coding and theme development of qualitative data.
- Supports senior level staff in writing up descriptive findings for reports.
- Supports senior-level staff in preparing data visualization displays and data tables.
- Performs general data entry and tracking across studies, as needed.
- Contributes to study site coordination, as needed.
- May contribute to proposal development.
- Represents Magnolia to customers professionally and courteously.
- Responds to colleagues and customers in a timely and professional manner.

SKILLS & QUALIFICATIONS

- ❑ Basic knowledge of evaluation design or research methods.
- ❑ Ability to manage and prepare large quantitative or qualitative databases across multiple studies.
- ❑ Excellent attention to detail.
- ❑ Ability to conduct basic qualitative and quantitative data analyses and interpret and summarize findings.
- ❑ Substantial knowledge and proficiency of office software including Microsoft Office (Word, Excel, PowerPoint, and Outlook), SPSS, or Atlas.ti as required by assigned projects.
- ❑ Ability to write effectively for a variety of audiences and purposes.
- ❑ Additional skills, knowledge, and abilities may be required depending on scope of assignment.

EDUCATION AND EXPERIENCE

- ❑ Bachelor's degree and advanced coursework in research or evaluation methodology required. Master's degree preferred.
- ❑ At least 1 year of professional experience supporting evaluation or research activities.
- ❑ Experience in education research preferred.

PERSONAL ATTRIBUTES AND ALIGNMENT TO MAGNOLIA'S CORE VALUES

- ❑ Abundance: Positive and supportive; conveys a pleasant and kind demeanor even under pressure.
- ❑ Service: Team-oriented and focused on the common good over self-interest; highly collaborative
- ❑ Service: Ability to complete and prioritize multiple tasks with competing deadlines, effectively managing resources and directing the work of other team members
- ❑ Excellence: Outstanding communicator in every medium; understands the importance of clear and tactful messages.
- ❑ Excellence: Self-motivated and able to establish priorities, meet deadlines within budget, and complete work successfully with considerable independence.
- ❑ Excellence: Detail-oriented and conscientious.
- ❑ Heart-centeredness: Highly responsive to teammates and clients alike; makes others feel valued and respected.
- ❑ Heart-centeredness: High emotional intelligence; has a keen awareness of self and how he or she is perceived by others; values harmony and understanding
- ❑ Cultivation: Strategic thinker able to contribute to the attainment of business objectives.
- ❑ Cultivation: Humble and receptive to feedback.
- ❑ Cultivation: Resilient; able to understand challenges as natural opportunities for growth and learning.
- ❑ Integrity: Trustworthy and discreet.
- ❑ Integrity: Highly ethical and principled.
- ❑ Integrity: Ability to make sound decisions with judgment and discretion.
- ❑ JEDI—Justice: Supports others in realizing their full potential.
- ❑ JEDI—Equity: Seeks ways to remove barriers.
- ❑ JEDI—Diversity: Finds common ground and honors differences.
- ❑ JEDI—Inclusion: Fosters a sense of belonging.