

JOB DESCRIPTION: Research Assistant

MAGNOLIA CONSULTING VALUES

Through our research and evaluation studies and technical assistance, Magnolia Consulting team members work in alignment with our [core values](#) of abundance, service, excellence, heart-centeredness, cultivation, integrity, use-focused results, and JEDI-driven across a broad range of fields including PreK-20 education, human services, and organizational change.

We are committed to being a force for good through actions that create a kinder, more just, equitable, and inclusive society. We recognize the power and potential of research and evaluation in

- giving a voice to and protecting the rights of the marginalized and disempowered,
- representing the lived experiences of diverse communities with respect and honor,
- improving equitable access to opportunities for diverse groups of people, and
- transforming systems to promote fairness and equity.

As a [certified B Corporation](#), we embrace team members, clients, and stakeholders of all backgrounds, cultures, and life experiences and seek to discover our “sameness,” while also respecting our unique differences. We honor diverse perspectives, hold space for truly hearing and understanding each other, and harness our collective strengths to bring into the world services that promote justice, equity, diversity, and inclusivity (JEDI).

Read Magnolia’s full [Commitment to Respectful Engagement Statement here](#).

GENERAL PURPOSE

The person in this position participates as a member of the Magnolia Consulting research and evaluation team by supporting senior-level staff on a variety of studies.

POSITION KEY RESPONSIBILITIES

General Research and Evaluation Support

- Supports senior-level staff on a variety of research and evaluation studies.
- Performs general data entry and tracking activities across studies.
- Conducts literature reviews and provides research summaries.
- Assists with participant recruitment for studies.
- Contributes to study site coordination.
- May contribute to proposal development.

Data Collection

- Builds, administers, and manages online surveys using Alchemer.
- Assists with additional data collection activities, such as observations, focus groups, interviews, and the collection of participant demographic information.

Database Preparation and Management

- ❑ Prepares databases in Excel and SPSS by entering, cleaning, checking, coding, and merging data to support a range of analyses, including, but not limited to, multilevel modeling 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. Supports setting up coding schemes for qualitative data.
- ❑ Exports and prepares survey data from Alchemer for use in analysis and reporting.

Data Analysis

- ❑ Under the supervision of senior-level staff, conducts basic data analyses, including descriptive statistics, inferential quantitative analyses (both parametric and non-parametric), and qualitative coding, content analysis, and theme development.

Reporting and Data Visualization

- ❑ Supports senior-level staff in writing up descriptive findings for reports.
- ❑ Supports senior-level staff in preparing data visualization displays and data tables.
- ❑ Prepares and formats data summaries and reports from Alchemer under the guidance of senior-level staff.

OTHER RESPONSIBILITIES

- ❑ Reflects on practice and engages in ongoing professional growth.
- ❑ Represents Magnolia to customers professionally and courteously.
- ❑ Responds to colleagues and customers in a timely and professional manner.
- ❑ Documents work through project management software, timesheets, expense reports, and related systems.
- ❑ Communicates own needs and expectations to other team members clearly.
- ❑ Proactively manages workload, prioritizes tasks, and self-initiates work with minimal supervision.
- ❑ Takes a solution-oriented approach to work, identifying hurdles and proposing practical next steps.
- ❑ Helps plan and facilitate internal staff meetings and annual staff retreats.
- ❑ Contributes to broader organizational initiatives, including facilitating Magnolia's social media activity and supporting website content posting.

SKILLS & QUALIFICATIONS

- ❑ Basic knowledge of research and evaluation design and methods.
- ❑ Ability to manage and prepare large quantitative and qualitative databases for multiple studies concurrently.
- ❑ Excellent attention to detail.
- ❑ Ability to conduct basic quantitative and qualitative data analyses—including descriptive statistics, basic inferential analyses, and qualitative coding, content analysis, and theme development—and to interpret and summarize findings.
- ❑ Substantial knowledge and proficiency with office software including Microsoft Office (Word, Excel, PowerPoint, and Outlook) and SPSS as required by assigned projects. Basic knowledge of qualitative analysis software (e.g., Atlas.ti) preferred.
- ❑ Experience with online survey platforms (e.g., Alchemer or Qualtrics).

- ❑ Ability to write effectively for a variety of audiences and purposes.
- ❑ Ability to manage time effectively in a largely self-directed work environment.
- ❑ Additional skills, knowledge, and abilities may be required depending on scope of assignment.

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 and effectively managing time; understands when to seek guidance and support from more senior 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, and complete work successfully with considerable independence.
- ❑ Excellence: Detail-oriented and conscientious.
- ❑ Heart-centered: Highly responsive to teammates and clients alike; makes others feel valued and respected.
- ❑ Heart-centered: High emotional intelligence; has a keen awareness of self and how they are perceived by others; values harmony and understanding.
- ❑ 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.
- ❑ Use-focused results: Approaches work with the end user in mind, whether a team member, client, or study participant; thinks beyond task completion to intended purpose and impact; ensures outputs align with the practical needs of those who rely on them.
- ❑ 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—Inclusivity: Fosters a sense of belonging in others.

EDUCATION AND EXPERIENCE

- ❑ Bachelor's degree and advanced coursework in research or evaluation methodology required. Master's degree preferred.
- ❑ At least 1 year of experience in supporting research and/or evaluation activities.
- ❑ Experience in education research and evaluation or education-related content areas preferred (e.g., database management, online survey administration, and data analysis).

WORKING ENVIRONMENT

- ❑ General home office environment free of disruptions.
- ❑ Moderate to minimal travel, occasionally to rural areas in small aircraft.
- ❑ Ability to lift 15-20 lbs.