

SOLES GA & RA Opportunities

2021-2022 School Year - **Spring 2022**

Application deadlines vary. Please check specific job postings for details.

Summer 2021 - Spring 2022

Department of Leadership Studies

****NEW POSTING - JUNE 2021****

Graduate Assistant

Faculty Supervisor: Dr. Lea Hubbard

Dates of Employment and Weekly Workload: The Research Assistant will work 5 hours per week through August 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include: This position is for an advanced graduate student. The student will conduct a literature review and help develop course content for a newly proposed class in Higher Education Administration.

Qualifications:

- Knowledge in the area of institutional advancement, constituent relations and development
- Strong research skills
- Familiarity with research on diversity, equity, inclusion and social justice

Application Procedure:

- To apply, please send the application as one combined PDF document to Dr. Lea Hubbard at lhubbard@sandiego.edu no later than **Friday June. 11 2021** Applications must include:
 - o Cover letter (2 paragraphs is sufficient) outlining qualifications, experience as it relates to the position, and how obtaining the position will add to your professional goals.
 - o Current curriculum vitae/resume
 - o Information for two professional references (their position, title, e-mail)

The Nonprofit Institute

****New Posting - January 2022****

Graduate Research Assistant

The Nonprofit Institute has a research assistant position open to PhD students in the School of Leadership and Education Sciences. The research assistant will primarily support a research project to study a teacher professional development program for early childhood STEM education. The Nonprofit Institute has a long and successful history of developing students into top scholars through hands-on learning experiences. Hone your research and consulting skills

working closely with faculty and Institute staff on a variety of projects for nonprofits, local government, and corporations.

Duties and Responsibilities

- Conduct research literature reviews and short issue area research briefs
- Assist with data collection, including conducting interviews and focus groups, administering surveys, conducting observations, and compiling secondary data
- Assist with designing research instruments including developing interview guides and designing surveys
- Create, manage, and update datasets in Excel spreadsheets
- Assist with analyzing quantitative and qualitative data using statistical and qualitative software
- Summarize data in graphic and written formats using Word and PowerPoint

Preferred Skills and Abilities

- Experience conducting academic literature reviews
- Strong background in quantitative and qualitative data analysis skills and experience; specifically experience with statistical software such as Microsoft Excel and SPSS
- Strong background in data synthesis and creating summary findings
- Sensitivity and demonstrated competence in working with diverse populations
- Strong written and communication skills
- Capacity to work nimbly and respond to uncertainty with clarity of focus
- Excellent organizational skills and attention to detail
- Experience working in a team-based environment
- Interest and expertise in any of the following topical areas is preferred: PreK-12 STEM education, early childhood education, or PreK-12 teacher professional development

Hours and Compensation

This is a temporary part-time position (20 hours per week) for work beginning Spring 2022 with the possibility of continuing work through Spring 2023.

- \$18-\$20 per hour

TO APPLY: Please email your resume to **Tessa Tinkler** ttinkler@sandiego.edu. We will begin reviewing applications on **February 4, 2022** and the position will remain open until filled.

Note in subject: Graduate Research Assistant Position - <your name>

About The Nonprofit Institute. Established in 2002 in the School of Leadership and Education Sciences (SOLES), The Nonprofit Institute (NPI) provides research, technical consulting, convening, and training to develop community leaders and organizations. NPI is nationally renowned for its programs to: help values-driven leaders connect, learn and advance social good and community; empower nonprofits by activating their greatest assets – their people; and provide the research, evaluation and service these organizations need to make a lasting impact.

Fall 2021 - Spring 2022

Student Affairs

****NEW POSTING - MAY 2021****

Doctoral Graduate Assistant - Student Affairs/SOLES Collaborative (SASC) Coordinator

Supervisor: Margaret Leary

The Division of Student Affairs seeks a doctoral graduate assistant for the role of the Student Affairs/SOLES Collaborative (SASC) Coordinator. This position works closely with the 24 graduate assistants enrolled in the Masters of Higher Education Leadership program who are also employed in the Division of Student Affairs and the Center for Inclusion and Diversity to support their holistic success.

The Division of Student Affairs seeks an individual with a strong commitment to diversity, equity, inclusion, and antiracism and a strong interest in working at a mission driven, faith-based institution. The role of the SASC Coordinator in support of students and the responsibilities of the position are significantly tethered in the university's contemporary Roman Catholic mission and commitment to creating an equitable, welcoming community for all.

The Division of Student Affairs is committed to grounding our policies, programs, and procedures in antiracist practice. With this commitment, we recognize the importance of educating ourselves and holding one another accountable to ensure that our work is approached through an equity, inclusion, and social justice lens. We recognize our need for ongoing development in this area, and continue to strive to improve. We expect that all members of the Division of Student Affairs are willing to engage in this work alongside us to uphold our Catholic mission in creating a welcoming environment where the dignity of all students, staff, administrators, and faculty at USD is embraced.

In support of the University mission, the SASC coordinator will manage all aspects of the SASC program, including advising and supporting the holistic success of the 24 SASC graduate assistants, recruitment and selection, budget, trainings, and professional development opportunities. The SASC coordinator will also convene regular meetings of the GA supervisors and set agendas for these meetings. The SASC coordinator will work closely with the SOLES faculty partner on assessing program learning outcomes and co-instructing the first year seminar.

RESPONSIBILITIES

Program Administration and Development (40%)

Assist in the development and overall coordination of the general SASC program. Specific program coordination responsibility includes:

- Oversee recruitment, selection, and orientation process for SASC graduate assistants
- Review and evaluate prospective student admissions application materials as part of the Masters of Higher Education Leadership Program Admissions Committee

Manage the SASC budget
 Prepare and update GA contracts on an annual basis in collaboration with supervisors
 Maintain current information on various websites regarding graduate assistantships
 Convene and lead regular supervisor meetings
 Ensure GAs are included in student affairs communications
 Maintain historical program records

Teaching and Advising (30%)

Meet regularly with each individual GA
 Work closely with the SOLES faculty assigned to the program to develop the GA seminar curriculum
 Co-instruct the first-year seminar
 Lead administrative efforts related to first and second year seminar (set dates, create syllabi, convene regular instructor meetings, etc.)

Training and Professional Development (20%)

Oversee August and January trainings in collaboration with the training committee
 Coordinate professional development opportunities
 Support GA-initiated professional development sessions
 Regularly share information regarding involvement in professional organizations

Assessment/Evaluation of overall program (10%)

Evaluate trainings
 Manage the GA performance evaluation process
 Conduct exit interviews with graduating GAs
 Meet with supervisors individually annually

TIME ALLOCATION ESTIMATES FOR GENERAL WORK COMMITMENTS

- 1) Program Administration and Development (40%)
- 2) Teaching and Advising (30%)
- 3) Training and Professional Development (20%)
- 4) Assessment/Evaluation of overall program (10%)

QUALIFICATIONS

Enrolled in Leadership Studies PhD program at USD
 Interest and experience working in Student Affairs and/or Higher Education in general
 Experience advising and/or counseling students preferred
 Enrolled in or completed LEAD 550/600 course
 Ability to use tools and equipment, including: Personal computer (preferably both Macintosh and PC environments), various software applications (Microsoft Office, InDesign, PhotoShop, Contribute, etc.), copier, fax machine, telephone

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS & ABILITIES

Possess strong interpersonal skills and demonstrated maturity: ability to work with students, peers, administrators, faculty, and staff employees in an unstructured environment
 Possess strong facilitation and training skills: ability to lead community dialogues and facilitate trainings
 Demonstrated practice of centering diversity, equity, inclusion, and antiracism in one's work including an ongoing commitment to personal learning and development in this area

Possess strong organizational skills and be able to multi-task in a fast-paced environment
Ability to become familiar with University policies and procedures
Continued effort to connect practice and developmental theory
Work to advance the University's goal of creating a welcoming and inclusive environment

SPECIAL CONDITIONS OF EMPLOYMENT

No vacation may be taken from August through mid - September due to GA training and opening of the academic year in the Fall. Must be available to work some evenings and weekends. Vacation/flexible scheduling must be decided in consultation with supervisor; any changes to work schedule must have 48 hours advance notice.

BACKGROUND CHECK

Successful completion of a pre-employment background check is required after a contingent offer of employment is made. The contingent offer may be finalized after the background investigation has been completed and the results accepted by the university.

DATES OF EMPLOYMENT

12-month appointment beginning in July
20 hours per week, maximum of 1,000 hours

COMPENSATION

\$20 / hour, maximum of \$20,000
12 units of tuition scholarship

JOB APPLICATION REQUIREMENTS

Submit the following items in ONE document. Please title the document using your last name, first name and position (Example: Doe_Jane_SA-SASC)

1. Letter of interest
2. Resume
3. List of 3 professional or education references who can be contacted via phone

TO APPLY

Submit all documents by **Monday, May 10th** to margaretleary@sandiego.edu

Selected candidates will be contacted the following week to schedule an interview.

Department of Counseling and Marital and Family Therapy

The Counseling & MFT Graduate Assistant will work with the administration team in the department on a variety of tasks including operational and administrative support, event planning, graduate student programming and communication, and other duties as assigned. Preference will be given to continuing students with a flexible schedule and previous administrative support experience. This position will be 7 to 10 hours per week and start ASAP, with an end date of May 2022.

JOB RESPONSIBILITIES

- Assist the Executive Assistant, Academic Programs Manager, Department Chair and CMFT Faculty with various requests.
- Manage logistics and planning for assigned meetings and events including selecting date(s), creating agendas, reserving appropriate space and catering needs, preparation of necessary materials (handouts, presentations, etc).
- Provide consultation to the department on student activities and programming efforts.
- Develop and implement events and projects to address relevant issues, enhance communication between students and administration, and/or provide for social interaction, including forums, dinners, faculty-student discussions and special presentations.
- Meet with administration, faculty and student groups to discuss ongoing issues and events.
- Proofread, edit, correct, and in some cases develop, department publications and websites as needed. This could include social networking.
- Research as requested by the department chair.
- Other duties as assigned.

QUALIFICATIONS

- Strong computer skills - including Microsoft Office and Google applications.
- Strong administrative and organizational skills.
- Strong communication skills (written and oral), interpersonal skills, and professionalism.
- Ability to work collaboratively and cooperatively with department administration, staff, faculty and students.
- Experience with Facebook and Instagram.
- Willingness to take initiative and to work independently.
- Reliable time management skills and a proven capability for follow through.
- Flexible hours (there may be occasional evening and weekend work responsibilities).

TO APPLY

- Please submit a resume and cover letter to CMFT@sandiego.edu by Wednesday, March 24th at 12pm

Dean's Office (Deadline Extended)

Graduate Assistant

Faculty Supervisor: Dr. Joi Spencer & Dr. Sarina Molina

Dates of Employment and Weekly Workload: The Research Assistant will work 5-10 hours per week through May 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include: This position is for an advanced graduate student. The student will support the Dean's office for initiatives and events in the Spring including, but not limited to the Faculty Open House, the Annual SOLES Diversity, Inclusion, Social Justice Excellence Showcase, Conversations of Color, and the SOLES book club. The candidate will also provide technology support as well as curate resources for these events.

Qualifications:

- Strong organizational, communication and writing skills
- Strong event planning and management skills
- Familiarity with research on diversity, equity, inclusion and social justice
- Familiarity with technology and video production
- Complete tasks within set deadlines
- Ability to motivate and lead others

Application Procedure:

- To apply, please send the application as one combined PDF document to Dr. Sarina Molina at sarina@sandiego.edu no later than **Wednesday, March 24th, 2021**. Applications must include:
 - Cover letter (2 paragraphs is sufficient) outlining qualifications, experience as it relates to the position, and how obtaining the position will add to your professional goals.
 - Current curriculum vitae/resume
 - Information for two professional references (their position, title, e-mail)

[Department of Learning and Teaching](#)

Graduate Assistant - C. Bobbi Hansen - [Apply Now!](#)

- **List of research and/or projects for Spring 2021:**
 - Graduate assistant will help support the [Changemaking Center for K-12 Education](#)
 - Help updating and organizing center resources and activities
 - Assist in the development of scholarly articles and publications on Changemaking related topics
- **List of skills needed:**
 - Makes the assignment a priority, friendly, organized candidate
- **Number of Available Hours:**
 - 5 hours per week
- **Application Procedure:**
 - Please fill out this Google form to apply: [Apply now!](#)
 - Applications will close at **11:59pm on Friday, February 12, 2021**

Research Assistant - Maya Kalyanpur - [Apply Now!](#)

- **List of research and/or projects for Spring 2021:**
 - Support with identifying research, formatting and indexing for two books, and with developing a curriculum on inclusive education for a university in India.
 - Support with sole author book, book chapters for lead author text and support for an edited book.
- **List of skills needed:**
 - Strong writing skills
 - qualitative research experience
 - organized, responsible candidate who keeps this position as a high priority, meets deadlines.
- **Number of Available Hours:**
 - 5 hours per week
- Please fill out this Google form to apply: [Apply now!](#)
- Applications will close at **11:59pm on Friday, February 12, 2021**

Graduate Assistant - Dept. of Learning and Teaching - Sergio Rodriguez - [Apply Now!](#)

- **List of research and/or projects for Spring 2021:**
 - Administrative support for the Department of Learning and Teaching
 - Social Media content development and management
 - Website (WordPress) management
- **List of skills needed:**
 - Microsoft Excel, Word, PowerPoint, digital organization, familiarity with Google Forms, Docs, Sheets
- **Number of Available Hours:**
 - 5 hours per week
- **Application Procedure:**
 - Please fill out this Google form to apply: [Apply now!](#)
 - Applications will close at **11:59pm on Friday, February 12, 2021**

[Dept. of Counseling & Marital and Family Therapy](#)

Research Assistant

Faculty Supervisor: Catherine Griffith, PhD, Assistant Professor, Counseling Program

Dates of Employment and Weekly Workload: Research Assistant will work 10 hours per week. The work calendar runs from February 21, 2021* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

This research assistant will primarily work on empirical investigations in school counseling. They will assist with systematic literature searches, locating relevant instrumentation, quantitative analysis, as well as potentially writing for publication and presenting at national conferences. The ideal candidate will have exceptionally strong organizational skills and the ability to complete tasks within set deadlines. Knowledge of and experience working with the LGBTQ community is preferred. Priority will be given to applicants: (a) who have prior coursework in research methods and quantitative stats; (b) with experience using SPSS, Qualtrics, and google docs/forms/slides; and (c) have completed CITI training.

Application Procedure:

- To apply, please send a brief cover letter addressing the above qualifications and a CV/Resume to Dr. Catherine Griffith at cgriffith@sandiego.edu with the subject line "SPRING 2021 RESEARCH ASSISTANTSHIP." Please also feel free to email with any questions you may have regarding the position. The deadline for applications is **Friday, 2/21 @ 5:00pm**.

Department of Leadership Studies

Hans Schmitz

List of research and/or projects for Spring 2021:

- **Project 1:** Teaching case; the Kroc School under the leadership of Dean Patricia Marquez is establishing a teaching case collection at USD. I will be developing teaching cases for this collection with help of PhD students interested in relevant topics (San Diego nonprofits, social enterprise, response to COVID-19, diversity issues etc.). A teaching case tells the story of an organizational dilemma from the perspective of a protagonist, so that students can learn about leadership challenges and consider possible solutions. Research assistance is needed to think about an appropriate case, outline it, complete interviews, and write a draft. I am currently working already with other students on such cases, and there are templates available.
- **Project 2:** Mergers and acquisitions among nonprofits; consider cases where nonprofits have merged or considered merging in the past five years. Research assistance is needed to identify possible cases, complete document collection and analysis and write draft sections of a paper. A draft paper for this study exists and sets out the basic research questions and theoretical framework. What is missing are empirical cases.
- **Project 3:** Billionaire philanthropy; develop a new study based on existing publications; Research assistance is needed to think through a study about philanthropic giving among the wealthy.
- **Project 4:** propose a project of your own. I am open to hearing about any projects that you consider pursuing and think collaboration will be beneficial.

- For all four projects, the goal is to produce a publication. A draft of the developed study would be submitted for joint presentation at an academic conference in the fall 2021 (for example: ARNOVA in November).
- Overall goals and objectives for student contribution
 - i. literature review
 - ii. collection of data (document analysis, interviews)
 - iii. draft writing (conference paper)
- **List of skills needed:**
 - Basic research skills;
 - good writing and organizational skills;
 - Helpful, but not required: some understanding of nonprofit or philanthropic sectors;
- **Number of Available Hours:**
 - 10 hours per week
- **Application Procedure:**
 - Please fill out this Google form to apply: [Apply now!](#)
 - Applications open!

Leslie Boozer

Pilot Program for Aspiring Superintendents Academy

- **List of research and/or projects for Spring 2021:**
 - This GA would assist with putting together the Blackboard site, designing the curriculum for the academy, and marketing and outreach for the pilot program to begin in Summer 2021.
- **List of skills needed:**
 - Strong research and writing skills.
 - Strong background and interest in K-12 public education, leadership, and social justice.
 - Budget and communication/marketing experience is preferred.
- **Number of Available Hours:**
 - 10 hours per week
- **Application Procedure:**
 - Applications closed

Laura Deitrick and Lea Hubbard

Diversity, Equity and Inclusion Strategic Planning and Student Engagement

- **List of research and/or projects for Spring 2021:**
 - Provide project management support for the department's ongoing student engagement activities and DEI strategic planning process.

- Conduct background research and compile data on virtual student engagement, DEI, and other topics as assigned.
- Explore potential tech solutions to improve processes.
- **List of skills needed:**
 - Enjoys problem solving and project management (e.g. keeping things organized, and managing details and timelines).
 - Solid computer skills.
 - Works well independently.
- **Number of Available Hours:**
 - 10 hours per week
- **Application Procedure:**
 - Applications closed

Lea Hubbard

Equity, Leadership and a Pandemic

- **List of research and/or projects for *Spring 2021*:**
 - Research on leadership (K-12 level) during the covid pandemic.
 - Literature review, coding qualitative interviews, analysis and write up for a conference presentation.
- **List of skills needed:**
 - Have taken qualitative research methods.
 - Strong writing skills.
- **Number of Available Hours:**
 - 5 hours per week
- **Application Procedure:**
 - Applications closed

Antonio Jimenez-Luque

Future development of a Master in Leadership for Diversity, Equity and Inclusion (MA DEI)

- **List of research and/or projects for *Spring 2021*:**
 - Exploration phase for developing a future Master of Leadership Studies focused on issues of Diversity, Equity, and Inclusion (MA DEI).
 - Graduate Assistant will work with the supervisor and other faculty members to review similar programs of leadership studies in the United States and abroad. The GA is responsible for gathering and organizing the information throughout the semester and present a final product by May showing:
 - i. Literature review on leadership and DEI;

- ii. Commonalities among programs and faculty;
- iii. Main topics discussed and organizational structures;
- iv. Pattern of courses;
- v. Gaps and new possibilities for the future;
- vi. Potential clientele of qualified students.

- **List of skills needed:**

- Besides knowledge regarding issues of DEI and good skills for writing a literature review, it will be important that the candidate is skillful organizing information, comparing data, and developing a final presentation/report.

- **Number of Available Hours:**

- 10 hours per week

- **Application Procedure:**

- Applications closed

David Karp

Center for Restorative Justice Communications

- **List of research and/or projects for Spring 2021:**

- Develop and write a newsletter and other features for the Center for Restorative Justice

- **List of skills needed:**

- Enjoys writing and is good at it!

- **Number of Available Hours:**

- 20 hours per week

- **Application Procedure:**

- Applications closed

Fall 2020

Dean's Office

****Position Filled****

Research Assistant

Faculty Supervisor: Dr. Joi Spencer & Dr. James Harris, President, University of San Diego

Dates of Employment and Weekly Workload: The Research Assistant will work 5-10 hours per week through January 2021. It is possible that the GA will be needed for an additional month or two in 2021.

**Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include: This position is for an advanced graduate student. The student will support the development of the second edition of a co-authored book on education/higher education and equity and diversity. The GA will be responsible for reading several chapters and then conducting the literature research to update each of the chapters. The book authors are most interested in refocusing several of their chapters to address topics of diversity, inclusion and social justice. The GA will help with accomplishing this task.

Qualifications:

- Strong organizational and writing skills
- Familiarity with research on diversity, equity, inclusion and social justice
- Complete tasks within set deadlines

Application Procedure:

- To apply, please send the application as one combined PDF document to Dr. Joi Spencer at joi.spencer@sandiego.edu no later than **Wednesday, November 4, 2020**. Applications must include:
 - Cover letter (2 paragraphs is sufficient) outlining qualifications, experience as it relates to the position, and how obtaining the position will add to your professional goals.
 - Current curriculum vitae/resume
 - Information for two professional references (their position, title, e-mail)

Dept. of Counseling & Marital and Family Therapy

Research Assistant

Faculty Supervisor: Catherine Griffith, PhD, Assistant Professor, Counseling Program

Dates of Employment and Weekly Workload: Research Assistant will work 10 hours per week. The work calendar runs from February 21, 2021* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

This research assistant will primarily work on empirical investigations in school counseling. They will assist with systematic literature searches, locating relevant instrumentation, quantitative analysis, as well as potentially writing for publication and presenting at national conferences. The ideal candidate will have exceptionally strong organizational skills and the ability to complete tasks within set deadlines. Knowledge of and experience working with the LGBTQ community is preferred. Priority will be given to applicants: (a) who have prior coursework in research methods and quantitative stats; (b) with experience using SPSS, Qualtrics, and google docs/forms/slides; and (c) have completed CITI training.

Application Procedure:

- To apply, please send a brief cover letter addressing the above qualifications and a CV/Resume to Dr. Catherine Griffith at cgriffith@sandiego.edu with the subject line "SPRING 2021 RESEARCH ASSISTANTSHIP." Please also feel free to email with any questions you may have regarding the position. The deadline for applications is **Friday, 2/21 @ 5:00pm**.

****Position Filled****

Research Assistant

Faculty Supervisor: Sandra Tabet, PhD, Assistant Professor, Counseling Program

Dates of Employment and Weekly Workload: Research Assistant will work 10 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

Applicants will work closely with Dr. Sandra Tabet to conduct research related to the field of counseling. In specific, research projects will focus on mental health literacy with athlete populations, stigma, scale

development, and instrument validation. In collaboration with Dr. Tabet, the Research Assistant will assist with:

- Conduct literature reviews
- Prepare IRB forms
- Organize/prepare Qualtrics surveys and other data collection procedures
- Collect data from research participants
- Draft papers for conference presentations and manuscripts to be submitted for publication
- Perform additional duties as assigned.

Qualifications:

- Strong organizational and writing skills (APA 7th ed.)
- Complete tasks within set deadlines
- Experience/desire to engage in quantitative methodologies
- Applicants must eventually complete CITI training prior to research activities.

Application Procedure:

- To apply, please send the application as one combined PDF document to Dr. Saundra Tabet at stabet@sandiego.edu no later than **Friday, October 9, 2020**. Applications must include:
 - Cover letter outlining qualifications, experience as it relates to the position, and how obtaining the position will add to professional goals
 - Current curriculum vitae/resume
 - Information for three professional references (their position, title, e-mail, phone number)

****Position Filled****

Research Assistant

Faculty Supervisor: Nedeljko Golubovic, PhD, Assistant Professor, Counseling Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 10 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

In collaboration with Dr. Golubovic, the Research Assistant will assist with:

- Conduct literature reviews
- Prepare IRB forms
- Organize/prepare Qualtrics surveys and other data collection procedures
- Collect data from research participants
- Draft papers for conference presentations and manuscripts to be submitted for publication
- Perform additional duties as assigned.

Qualifications:

- Strong organizational and writing skills (APA 7th ed.)
- Ability to complete tasks within set deadlines
- Experience/desire to engage in quantitative methodologies
- Applicants must complete CITI training prior to research activities.

Application Procedure: To apply, please send the application as one combined PDF document to Dr. Nedeljko Golubovic at ngolubovic@sandiego.edu no later than **Friday, October 2, 2020**. Applications must include:

- Cover letter outlining qualifications, experience as it relates to the position, and how obtaining the position will add to professional goals;
- Current curriculum vitae/resume; and
- Information for three professional references (their position, title, e-mail, phone number)

****Position Filled****

Research Assistant

Faculty Supervisor: Ana Estrada, PhD, Associate Professor, Counseling Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 8 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

In collaboration with Dr. Estrada, the Research Assistant will assist with the development of several publications related to Positive Psychology with Immigrant and Underserved Youth.

Qualifications: This position is open to SOLES graduate students in good academic standing, with a strong work ethic, strong writing skills and enthusiasm for evidence based research in Positive Psychology Black, Indigenous, and People of Color (BIPOC) youth and families. Desired skills include previous experience conducting literature research and reviews, and the ability to collaborate and work independently with faculty and other graduate students on assigned projects.

Application Procedure: To apply, please send a current resume to Dr. Ana Estrada at estradaa@sandiego.edu and respond to the following questions:

1. Please describe your interest in or experience with Positive Psychology.
 2. Please describe your commitment to and experience working with (BIPOC) especially youth and their families.
 3. Please describe any past relevant research and applied experience.
 4. Are you available to work eight (8) hours during the work week (Monday - Friday)?
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****Position Filled****

Research Assistant

Faculty Supervisor: Florencia Lebensohn-Chialvo, PhD, Assistant Professor, Marital and Family Therapy Program

Dates of Employment and Weekly Workload: Research Assistant will work 10 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include: The RA would assist with ongoing and upcoming research projects, all focused on bilingual training and mental health service delivery. There may also be opportunity to support ongoing collaborations with community partners. Duties may include:

- Assisting with research material preparation.
- Assisting with participant recruitment.
- Conducting literature searches.
- Assisting with data collection, data management and data analysis.
- Assisting with the editing and preparation of manuscripts.
- Attending weekly meetings and corresponding as needed via email.

Education/Experience:

- Candidates must be currently enrolled in a SOLES graduate program.
- Ideally, candidates will have prior experience supporting quantitative/qualitative research, and/or service experience with linguistically diverse communities

Skills/Abilities:

- Oral/written communication skills to discuss and document project progress.

- Ability to work independently, accurately and to problem-solve technical and methodological issues that arise.
- Ability to apply sound research techniques, methodology and logical critical analysis.
- Strong organization and interpersonal skills.
- Spanish language skills preferred, but not necessary.

Application Procedure: If interested in this position, please complete the short [application](#) by September 18th. If you have any questions/concerns, please feel free to reach out via email (flebensohn@sandiego.edu).

****Position Filled****

Graduate Assistant

Faculty Supervisor: Erika Cameron, PhD, Associate Professor & Department Chair, Counseling Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 8 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

- Assist the Department Chair and Executive Assistant of Counseling & Marital and Family Therapy with various requests.
- Provide consultation to the department on student activities and programming efforts.
- Develop and implement events and projects to address relevant issues, enhance communication between students and administration, and/or provide for social interaction, including forums, dinners, faculty-student discussions and special presentations.
- Manage department social media presence.
- Opportunity to work on projects under the supervision of Dr. Cameron related to technology in mental health, Individuals and Families of Asian and Pacific Islander Descent, and Girl Empowerment through Early Childhood Literature.
- Other duties as assigned.

Qualifications:

- Strong computer skills - including Microsoft Office and Google applications.
- Strong administrative and organizational skills.
- Strong communication skills (written and oral), interpersonal skills, and professionalism.
- Ability to work collaboratively and cooperatively with department administration, staff, faculty and students.
- Willingness to take initiative and to work independently.
- Reliable time management skills and a proven capability for follow through.

Application Procedure: To apply, please complete the [GA Application](#) for this position by September 18, 2020. If you have any questions, please feel free to reach out via email ecameron@sandiego.edu.

****Position Filled****

Graduate Assistant

Faculty Supervisor: Nedeljko Golubovic, PhD, Assistant Professor, Counseling Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 10 hours per week and be expected to attend weekly staff meetings. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include: Assists with daily functions of Project TeamUP and the Opioid Workforce Expansion Program grant. Maintains professionalism in contact and communications with students, staff, and faculty of the Counseling and Marital & Family Therapy Department. Understands and promotes the initiatives and goals of the Project TeamUP and the OWEPP grant. Specific responsibilities for the position are:

- Track student clinical hours via individual hours spreadsheets
- Communicate with students regarding status of hours logs
- Gather digital and/or physical materials for various TeamUP initiatives
- Create fliers for various TeamUP events and programs
- Support development and maintenance of Project TeamUP website
- Assist Project TeamUP Coordinator in facilitation of seminar series, workshops, and trainings
- Compile feedback from trainings and workshops for annual reporting
- Prepare and construct the TeamUP newsletter to be sent to CMFT students and TeamUP alumni
- Conduct student spotlight interviews with current stipend recipients and alumni
- Assist TeamUP Leadership Team in gathering information from current and previous stipend recipients for the annual report

Application Procedure: To apply, please email resume and cover letter to ckitchings@sandiego.edu by Friday, 9/18/20. For more information, click [here](#).

****Position Filled****

Graduate Assistant

Faculty Supervisor: Jo Ellen Patterson, PhD, Professor, Marital and Family Therapy Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 8 hours per week during normal business hours. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

In collaboration with Dr. Patterson, the Graduate Assistant will assist with:

- Work as part of Partners against Exploitation (a Law School Strategic Initiative Grant). This group is focused on stopping sex trafficking in San Diego.
- Work for the CIAPM Grant (<https://opr.ca.gov/ciapm/>). This grant is to address adverse childhood experiences (ACES) through biological and clinical initiatives in California. The focus of the work would be on prevention of ACES by providing psychoeducation to new parents at our clinical sites.
- Reviewing articles submitted to some Family Journals.
- Potential opportunity to work on manuscripts related to Moral Distress of Therapists during COVID and Global Mental Health.

Application Procedure:

- Please send Dr. Patterson (joellen@sandiego.edu) a detailed email along with your resume. In the email please address the following questions or provide information:
 - Please provide evidence and list any clinical, teaching, research, or volunteer experiences that you've had with:
 - i. Collaborative or Integrated Mental Health Care
 - ii. Global Mental Health including work with refugees, immigrants or asylum seekers
 - iii. Sex Trafficking
 - iv. Adverse Childhood Experiences (ACES) research
 - Please list any scholarly skills you have that might be relevant to our shared work addressing the topics listed above. Examples might include: professional writing, software knowledge and training, data analysis skills, etc.

- Please provide 2 references who can speak to your work skills.

****Position Filled****

Editorial Assistant for the International Journal of Systemic Therapy

Faculty Supervisor: Todd Edwards, PhD, Professor, Marital and Family Therapy Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 8 hours per week during normal business hours. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

- Plan, develop, and attractively format content for journal communication efforts on social media.
- Assist Dr. Edwards and the journal's Associate Editor with identifying qualified reviewers for submitted manuscripts
- Assist Dr. Edwards and the journal's Associate Editor with e-mail communications with authors of submitted manuscripts
- Assist Dr. Edwards and the journal's Associate Editor with the creation and management of an organization system to track manuscripts.
- Proofread manuscripts and note stylistic, structural, and grammatical concerns
- Attend weekly meetings (initially via zoom) with Dr. Edwards and the Associate Editor

Qualifications:

- Enthusiasm, self-motivation, and flexibility
- Word processing and research skills
- Experience with social media platforms, such as Twitter
- Time management skills, including the ability to meet tight deadlines

Application Procedure: To apply, please send the application as one combined PDF document to Dr. Todd Edwards at tedwards@sandiego.edu no later than Friday, September 18th. Applications must include:

- Cover letter outlining qualifications, experience as it relates to the position, and how obtaining the position will add to professional goals
- Current curriculum vitae/resume
- Information for three professional references (their position, title, e-mail, phone number)

****Position Filled****

Graduate Assistant

Faculty Supervisor: Carrie Tremble, PhD, Professor of Practice, Counseling Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 8 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

- The GA in this position will be involved in providing initial screening for people who would potentially like to become clients in the tele-mental health training clinic. This individual will answer the clinic phone, screen callers, invite clients to the electronic health records client portal (TheraNest), and follow up with clients as needed. Training on clinic policies and procedures will be provided.
- The GA will assist the professor of practice with her research efforts. Her current projects include researching the mental/emotional effects of serious injuries on elite athletes and

researching issues related to sexual assault and/or substance abuse. The GA will be included as appropriate on any publications/presentations he/she/they assist with.

Application Procedure: To apply, please submit your cover letter and current resume to Dr. Carrie Tremble at ctremble@sandiego.edu by Monday, September 14th no later than 5 p.m.

****Position Filled****

Research Assistant

Faculty Supervisor: Ann Garland, PhD, Professor, Marital and Family Therapy Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 8 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

In collaboration with Dr. Garland, the Research Assistant will conduct:

- Literature searches and reviews for two different projects. One is a collaborative project with colleagues in Ethiopia on a study of the prevalence of behavioral health and developmental challenges. The second is a book project for students interested in careers as psychotherapists.
- Qualitative research on responses from dozens of psychotherapists regarding lessons learned in their careers and advice for students.

Application Procedure: To apply, please send a current resume and a couple of sentences about why you are interested in the position to Dr. Ann Garland at agarland@sandiego.edu.

****Position Filled****

Graduate Assistant for Catholic Community Initiatives

Faculty Supervisor: Wendell Callahan, PhD, Professor of Practice, Counseling Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 12 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

- The GA will provide direct support to the San Diego Diocese Office of Schools Professional Development Workshop Series which will provide online mental health and behavioral support themed professional learning sessions.
- The GA will support program operations, communications, participant enrollment and technical support for teleconferencing.
- The GA will also assist in the development and publication of one project interim progress report and one annual progress report.
- GA will report to the Counseling Program Director and Chief Operating Officer of the Tele-mental Health Training Clinic, who will be responsible for reporting requirements for this project.
- The GA will work with the Catholic Institute for Mental Health Ministry (CIMHM). The GA responsibilities are to manage email and social media accounts, including live feeds with Bishop Dolan, Deacon Adsit and other clergy and providers involved in Catholic Mental Health Ministry.
- The GA will assist in analysis of project implementation data from participating dioceses including the psychometric analysis of the Mental Health Ministry Implementation Checklist (MHMCL) and management of the MHMCL dataset (N>1000).

Application Procedure: To apply, please complete the [GA Application](#) for this position.

Department of Learning and Teaching

****Position Filled****

Research Assistant - Alexandrowicz, Viviana - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - A large research study in partnership with one K-16 school district about online teaching, English learners and students enrolled in bilingual programs
 - Conduct literature reviews and edit references on journal articles
 - Assist in TESOL Placements
 - Update TESOL website,
 - Experience with Social Media Twitter/facebook
 - Gather program feedback
- **List of skills needed:**
 - Strong writing skills, qualitative research experience ideas but not required, easy going calm personality, organized, responsible candidate who keeps this graduate position high priority, meets deadlines.
- **Number of Available Hours:**
 - 10 hours per week

Graduate Assistant - C. Bobbi Hansen - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Graduate assistant will help support the [Changemaking Center for K-12 Education](#)
 - Help updating and organizing center resources and activities
 - Assist in the development of scholarly articles and publications on Changemaking related topics
- **List of skills needed:**
 - Makes the assignment a priority, friendly, organized candidate
- **Number of Available Hours:**
 - 5 hours per week

****Position Filled****

Research Assistant - James Fabionar - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Help write 3 to 5 journal articles
 - Engaged in an Evaluation project with San Diego Unified School District - help manage the recruitment, orientation, and field assignment of a research team. Will support the gathering and analyzing of data to produce reports that support the district's work and conference and publication projects that contribute to learning in the field.
- **List of skills needed:**
 - Strong writing skills, qualitative research experience, organized, responsible candidate who keeps this position as a high priority, meets deadlines.
- **Number of Available Hours:**
 - 10 hours per week

****Position Filled****

Research Assistant - Rebekka Jez - **Position Filled**

- **List of research and/or projects for 2020-2021:**
 - Help prepare a Changemaker Jamaica (Implicit Bias) manuscript
 - Conduct data analysis and program evaluation for USD's Academy of Catholic Teachers (ACT) Program
 - Prepare manuscripts based on data analysis of the Culturally Responsive Student Transition Portfolio (CRSTP) program
 - Support the completion of 3 manuscripts
- **List of skills needed:**
 - Strong writing skills
 - qualitative research experience
 - organized, responsible candidate who keeps this position as a high priority, meets deadlines.
- **Number of Available Hours:**
 - 10 hours per week

****Position Filled****

Graduate Assistant for ACT - Rebekka Jez - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Assist in meeting the three pillars of the Academy of Catholic Teachers (ACT) program events, fellow support, school interactions, accountability measures, communication, social media and funding.
- **List of skills needed:**
 - Strong writing skills
 - qualitative research experience
 - organized, responsible candidate who will keep this position as a high priority and meet deadlines.
- **Number of Available Hours:**
 - 5 hours per week

****Position Filled****

Research Assistant - Maya Kalyanpur - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Support with identifying research, formatting and indexing for two books, and with developing a curriculum on inclusive education for a university in India.
 - Support with sole author book, book chapters for lead author text and support for an edited book.
- **List of skills needed:**
 - Strong writing skills
 - qualitative research experience
 - organized, responsible candidate who keeps this position as a high priority, meets deadlines.
- **Number of Available Hours:**
 - 5 hours per week

Graduate Assistant - Dept. of Learning and Teaching - Sergio Rodriguez - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Administrative support for the Department of Learning and Teaching

- Social Media content development and management
- Website (WordPress) management
- **List of skills needed:**
 - Microsoft Excel, Word, PowerPoint, digital organization, familiarity with Google Forms, Docs, Sheets
- **Number of Available Hours:**
 - 5 hours per week
- **Application Procedure:**
 - Please fill out this Google form to apply: [Apply now!](#)
 - Applications will close at **11:59pm on Friday, February 12, 2021**

[Dept. of Counseling & Marital and Family Therapy](#)

Research Assistant

Faculty Supervisor: Catherine Griffith, PhD, Assistant Professor, Counseling Program

Dates of Employment and Weekly Workload: Research Assistant will work 10 hours per week. The work calendar runs from February 21, 2021* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

This research assistant will primarily work on empirical investigations in school counseling. They will assist with systematic literature searches, locating relevant instrumentation, quantitative analysis, as well as potentially writing for publication and presenting at national conferences. The ideal candidate will have exceptionally strong organizational skills and the ability to complete tasks within set deadlines. Knowledge of and experience working with the LGBTQ community is preferred. Priority will be given to applicants: (a) who have prior coursework in research methods and quantitative stats; (b) with experience using SPSS, Qualtrics, and google docs/forms/slides; and (c) have completed CITI training.

Application Procedure:

- To apply, please send a brief cover letter addressing the above qualifications and a CV/Resume to Dr. Catherine Griffith at cgriffith@sandiego.edu with the subject line "SPRING 2021 RESEARCH ASSISTANTSHIP." Please also feel free to email with any questions you may have regarding the position. The deadline for applications is **Friday, 2/21 @ 5:00pm**.

[Department of Leadership Studies](#)

Leslie Boozer

[Pilot Program for Aspiring Superintendents Academy](#)

- **List of research and/or projects for Spring 2021:**
 - This GA would assist with putting together the Blackboard site, designing the curriculum for the academy, and marketing and outreach for the pilot program to begin in Summer 2021.

- **List of skills needed:**
 - Strong research and writing skills.
 - Strong background and interest in K-12 public education, leadership, and social justice.
 - Budget and communication/marketing experience is preferred.
- **Number of Available Hours:**
 - 10 hours per week
- **Application Procedure:**
 - Please fill out this Google form to apply: [Apply now!](#)
 - Applications will close at **11:59pm on Wednesday February 10th**

Laura Deitrick and Lea Hubbard

Diversity, Equity and Inclusion Strategic Planning and Student Engagement

- **List of research and/or projects for Spring 2021:**
 - Provide project management support for the department's ongoing student engagement activities and DEI strategic planning process.
 - Conduct background research and compile data on virtual student engagement, DEI, and other topics as assigned.
 - Explore potential tech solutions to improve processes.
- **List of skills needed:**
 - Enjoys problem solving and project management (e.g. keeping things organized, and managing details and timelines).
 - Solid computer skills.
 - Works well independently.
- **Number of Available Hours:**
 - 10 hours per week
- **Application Procedure:**
 - Please fill out this Google form to apply: [Apply now!](#)
 - Applications will close at **11:59pm on Wednesday February 10th**

Lea Hubbard

Equity, Leadership and a Pandemic

- **List of research and/or projects for Spring 2021:**
 - Research on leadership (K-12 level) during the covid pandemic.
 - Literature review, coding qualitative interviews, analysis and write up for a conference presentation.
- **List of skills needed:**
 - Have taken qualitative research methods.

- Strong writing skills.
- **Number of Available Hours:**
 - 5 hours per week
- **Application Procedure:**
 - Please fill out this Google form to apply: [Apply now!](#)
 - Applications will close at **11:59pm on Wednesday February 10th**

Antonio Jimenez-Luque

Future development of a Master in Leadership for Diversity, Equity and Inclusion (MA DEI)

- **List of research and/or projects for Spring 2021:**
 - Exploration phase for developing a future Master of Leadership Studies focused on issues of Diversity, Equity, and Inclusion (MA DEI).
 - Graduate Assistant will work with the supervisor and other faculty members to review similar programs of leadership studies in the United States and abroad. The GA is responsible for gathering and organizing the information throughout the semester and present a final product by May showing:
 - i. Literature review on leadership and DEI;
 - ii. Commonalities among programs and faculty;
 - iii. Main topics discussed and organizational structures;
 - iv. Pattern of courses;
 - v. Gaps and new possibilities for the future;
 - vi. Potential clientele of qualified students.
- **List of skills needed:**
 - Besides knowledge regarding issues of DEI and good skills for writing a literature review, it will be important that the candidate is skillful organizing information, comparing data, and developing a final presentation/report.
- **Number of Available Hours:**
 - 10 hours per week
- **Application Procedure:**
 - Please fill out this Google form to apply: [Apply now!](#)
 - Applications will close at **11:59pm on Wednesday February 10th**

David Karp

Center for Restorative Justice Communications

- **List of research and/or projects for Spring 2021:**
 - Develop and write a newsletter and other features for the Center for Restorative Justice
- **List of skills needed:**

- Enjoys writing and is good at it!
- **Number of Available Hours:**
 - 20 hours per week
- **Application Procedure:**
 - Please fill out this Google form to apply: [Apply now!](#)
 - Applications will close at **11:59pm on Wednesday February 10th**

Hans Schmitz

Gendered philanthropy: how female billionaires give

- **List of research and/or projects for Spring 2021:**
 - The project builds on my ongoing research about billionaire giving. Research assistance is needed to think through a study on the role of gender in philanthropic giving. The primary empirical focus of the envisioned study are giving patterns by very wealthy women (as compared to male giving). Mackenzie Scott's campaign of giving away \$6bn in 2020 serves as an initial starting point, because it has changed perceptions of 'proper' giving away from the still prevalent heavily institutionalized approach represented by family foundations or donor-advised funds.
 - A student interested in this project would work with myself and another student on a literature review on gendered giving (1), the collection of data about female billionaire giving (2), and a preparation of a joint paper for ARNOVA 21 (November). I have one paper almost published which serves as a baseline to now develop two to three separate new projects focused on the role of gender as well as a deeper investigation of billionaire giving beyond what I have done so far.
 - GOALS
 - i. literature review on gendered giving
 - ii. collection of data about female billionaire giving
 - iii. establish giving profiles of Mackenzie Scott and a second individual for a comparative case study
 - iv. advancing methodological skills and independent research agenda of RA
- **List of skills needed:**
 - Basic qualitative skills (e.g., LEAD 608 or any other graduate class on research design, etc.);
 - some understanding of nonprofit or philanthropic sectors;
 - good writing and organizational skills.
- **Number of Available Hours:**
 - 10 hours per week
- **Application Procedure:**
 - Please fill out this Google form to apply: [Apply now!](#)
 - Applications will close at **11:59pm on Wednesday February 10th**

Fall 2020

Dean's Office

****Position Filled****

Research Assistant

Faculty Supervisor: Dr. Joi Spencer & Dr. James Harris, President, University of San Diego

Dates of Employment and Weekly Workload: The Research Assistant will work 5-10 hours per week through January 2021. It is possible that the GA will be needed for an additional month or two in 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include: This position is for an advanced graduate student. The student will support the development of the second edition of a co-authored book on education/higher education and equity and diversity. The GA will be responsible for reading several chapters and then conducting the literature research to update each of the chapters. The book authors are most interested in refocusing several of their chapters to address topics of diversity, inclusion and social justice. The GA will help with accomplishing this task.

Qualifications:

- Strong organizational and writing skills
- Familiarity with research on diversity, equity, inclusion and social justice
- Complete tasks within set deadlines

Application Procedure:

- To apply, please send the application as one combined PDF document to Dr. Joi Spencer at joi.spencer@sandiego.edu no later than **Wednesday, November 4, 2020**. Applications must include:
 - Cover letter (2 paragraphs is sufficient) outlining qualifications, experience as it relates to the position, and how obtaining the position will add to your professional goals.
 - Current curriculum vitae/resume
 - Information for two professional references (their position, title, e-mail)

Dept. of Counseling & Marital and Family Therapy

Research Assistant

Faculty Supervisor: Catherine Griffith, PhD, Assistant Professor, Counseling Program

Dates of Employment and Weekly Workload: Research Assistant will work 10 hours per week. The work calendar runs from February 21, 2021* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

This research assistant will primarily work on empirical investigations in school counseling. They will assist with systematic literature searches, locating relevant instrumentation, quantitative analysis, as well as potentially writing for publication and presenting at national conferences. The ideal candidate will have exceptionally strong organizational skills and the ability to complete tasks within set deadlines.

Knowledge of and experience working with the LGBTQ community is preferred. Priority will be given to applicants: (a) who have prior coursework in research methods and quantitative stats; (b) with experience using SPSS, Qualtrics, and google docs/forms/slides; and (c) have completed CITI training.

Application Procedure:

- To apply, please send a brief cover letter addressing the above qualifications and a CV/Resume to Dr. Catherine Griffith at cgriffith@sandiego.edu with the subject line "SPRING 2021 RESEARCH ASSISTANTSHIP." Please also feel free to email with any questions you may have regarding the position. The deadline for applications is **Friday, 2/21 @ 5:00pm**.

****Position Filled****

Research Assistant

Faculty Supervisor: Saundra Tabet, PhD, Assistant Professor, Counseling Program

Dates of Employment and Weekly Workload: Research Assistant will work 10 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

Applicants will work closely with Dr. Saundra Tabet to conduct research related to the field of counseling. In specific, research projects will focus on mental health literacy with athlete populations, stigma, scale development, and instrument validation. In collaboration with Dr. Tabet, the Research Assistant will assist with:

- Conduct literature reviews
- Prepare IRB forms
- Organize/prepare Qualtrics surveys and other data collection procedures
- Collect data from research participants
- Draft papers for conference presentations and manuscripts to be submitted for publication
- Perform additional duties as assigned.

Qualifications:

- Strong organizational and writing skills (APA 7th ed.)
- Complete tasks within set deadlines
- Experience/desire to engage in quantitative methodologies
- Applicants must eventually complete CITI training prior to research activities.

Application Procedure:

- To apply, please send the application as one combined PDF document to Dr. Saundra Tabet at stabet@sandiego.edu no later than **Friday, October 9, 2020**. Applications must include:
 - Cover letter outlining qualifications, experience as it relates to the position, and how obtaining the position will add to professional goals
 - Current curriculum vitae/resume
 - Information for three professional references (their position, title, e-mail, phone number)

****Position Filled****

Research Assistant

Faculty Supervisor: Nedeljko Golubovic, PhD, Assistant Professor, Counseling Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 10 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

In collaboration with Dr. Golubovic, the Research Assistant will assist with:

- Conduct literature reviews
- Prepare IRB forms
- Organize/prepare Qualtrics surveys and other data collection procedures
- Collect data from research participants
- Draft papers for conference presentations and manuscripts to be submitted for publication
- Perform additional duties as assigned.

Qualifications:

- Strong organizational and writing skills (APA 7th ed.)
- Ability to complete tasks within set deadlines
- Experience/desire to engage in quantitative methodologies
- Applicants must complete CITI training prior to research activities.

Application Procedure: To apply, please send the application as one combined PDF document to Dr. Nedeljko Golubovic at ngolubovic@sandiego.edu no later than **Friday, October 2, 2020**. Applications must include:

- Cover letter outlining qualifications, experience as it relates to the position, and how obtaining the position will add to professional goals;
- Current curriculum vitae/resume; and
- Information for three professional references (their position, title, e-mail, phone number)

****Position Filled****

Research Assistant

Faculty Supervisor: Ana Estrada, PhD, Associate Professor, Counseling Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 8 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

In collaboration with Dr. Estrada, the Research Assistant will assist with the development of several publications related to Positive Psychology with Immigrant and Underserved Youth.

Qualifications: This position is open to SOLES graduate students in good academic standing, with a strong work ethic, strong writing skills and enthusiasm for evidence based research in Positive Psychology Black, Indigenous, and People of Color (BIPOC) youth and families. Desired skills include previous experience conducting literature research and reviews, and the ability to collaborate and work independently with faculty and other graduate students on assigned projects.

Application Procedure: To apply, please send a current resume to Dr. Ana Estrada at estradaa@sandiego.edu and respond to the following questions:

5. Please describe your interest in or experience with Positive Psychology.
6. Please describe your commitment to and experience working with (BIPOC) especially youth and their families.
7. Please describe any past relevant research and applied experience.
8. Are you available to work eight (8) hours during the work week (Monday - Friday)?

****Position Filled****

Research Assistant

Faculty Supervisor: Florencia Lebensohn-Chialvo, PhD, Assistant Professor, Marital and Family Therapy Program

Dates of Employment and Weekly Workload: Research Assistant will work 10 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include: The RA would assist with ongoing and upcoming research projects, all focused on bilingual training and mental health service delivery. There may also be opportunity to support ongoing collaborations with community partners. Duties may include:

- Assisting with research material preparation.
- Assisting with participant recruitment.
- Conducting literature searches.
- Assisting with data collection, data management and data analysis.
- Assisting with the editing and preparation of manuscripts.
- Attending weekly meetings and corresponding as needed via email.

Education/Experience:

- Candidates must be currently enrolled in a SOLES graduate program.
- Ideally, candidates will have prior experience supporting quantitative/qualitative research, and/or service experience with linguistically diverse communities

Skills/Abilities:

- Oral/written communication skills to discuss and document project progress.
- Ability to work independently, accurately and to problem-solve technical and methodological issues that arise.
- Ability to apply sound research techniques, methodology and logical critical analysis.
- Strong organization and interpersonal skills.
- Spanish language skills preferred, but not necessary.

Application Procedure: If interested in this position, please complete the short [application](#) by September 18th. If you have any questions/concerns, please feel free to reach out via email (flebensohn@sandiego.edu).

****Position Filled****

Graduate Assistant

Faculty Supervisor: Erika Cameron, PhD, Associate Professor & Department Chair, Counseling Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 8 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

- Assist the Department Chair and Executive Assistant of Counseling & Marital and Family Therapy with various requests.
- Provide consultation to the department on student activities and programming efforts.
- Develop and implement events and projects to address relevant issues, enhance communication between students and administration, and/or provide for social interaction, including forums, dinners, faculty-student discussions and special presentations.
- Manage department social media presence.
- Opportunity to work on projects under the supervision of Dr. Cameron related to technology in mental health, Individuals and Families of Asian and Pacific Islander Descent, and Girl Empowerment through Early Childhood Literature.
- Other duties as assigned.

Qualifications:

- Strong computer skills - including Microsoft Office and Google applications.
- Strong administrative and organizational skills.
- Strong communication skills (written and oral), interpersonal skills, and professionalism.
- Ability to work collaboratively and cooperatively with department administration, staff, faculty and students.
- Willingness to take initiative and to work independently.
- Reliable time management skills and a proven capability for follow through.

Application Procedure: To apply, please complete the [GA Application](#) for this position by September 18, 2020. If you have any questions, please feel free to reach out via email ecameron@sandiego.edu.

****Position Filled****

Graduate Assistant

Faculty Supervisor: Nedeljko Golubovic, PhD, Assistant Professor, Counseling Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 10 hours per week and be expected to attend weekly staff meetings. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include: Assists with daily functions of Project TeamUP and the Opioid Workforce Expansion Program grant. Maintains professionalism in contact and communications with students, staff, and faculty of the Counseling and Marital & Family Therapy Department. Understands and promotes the initiatives and goals of the Project TeamUP and the OWEP grant. Specific responsibilities for the position are:

- Track student clinical hours via individual hours spreadsheets
- Communicate with students regarding status of hours logs
- Gather digital and/or physical materials for various TeamUP initiatives
- Create fliers for various TeamUP events and programs
- Support development and maintenance of Project TeamUP website
- Assist Project TeamUP Coordinator in facilitation of seminar series, workshops, and trainings
- Compile feedback from trainings and workshops for annual reporting
- Prepare and construct the TeamUP newsletter to be sent to CMFT students and TeamUP alumni
- Conduct student spotlight interviews with current stipend recipients and alumni
- Assist TeamUP Leadership Team in gathering information from current and previous stipend recipients for the annual report

Application Procedure: To apply, please email resume and cover letter to ckitchings@sandiego.edu by Friday, 9/18/20. For more information, click [here](#).

****Position Filled****

Graduate Assistant

Faculty Supervisor: Jo Ellen Patterson, PhD, Professor, Marital and Family Therapy Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 8 hours per week during normal business hours. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

In collaboration with Dr. Patterson, the Graduate Assistant will assist with:

- Work as part of Partners against Exploitation (a Law School Strategic Initiative Grant). This group is focused on stopping sex trafficking in San Diego.

- Work for the CIAPM Grant (<https://opr.ca.gov/ciapm/>). This grant is to address adverse childhood experiences (ACES) through biological and clinical initiatives in California. The focus of the work would be on prevention of ACES by providing psychoeducation to new parents at our clinical sites.
- Reviewing articles submitted to some Family Journals.
- Potential opportunity to work on manuscripts related to Moral Distress of Therapists during COVID and Global Mental Health.

Application Procedure:

- Please send Dr. Patterson (joellen@sandiego.edu) a detailed email along with your resume. In the email please address the following questions or provide information:
 - Please provide evidence and list any clinical, teaching, research, or volunteer experiences that you've had with:
 - i. Collaborative or Integrated Mental Health Care
 - ii. Global Mental Health including work with refugees, immigrants or asylum seekers
 - iii. Sex Trafficking
 - iv. Adverse Childhood Experiences (ACES) research
 - Please list any scholarly skills you have that might be relevant to our shared work addressing the topics listed above. Examples might include: professional writing, software knowledge and training, data analysis skills, etc.
 - Please provide 2 references who can speak to your work skills.

****Position Filled****

Editorial Assistant for the International Journal of Systemic Therapy

Faculty Supervisor: Todd Edwards, PhD, Professor, Marital and Family Therapy Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 8 hours per week during normal business hours. The work calendar runs from September 28, 2020* until May 31, 2021. *Start date is contingent upon background check and HR clearance.

Responsibilities associated with this position include:

- Plan, develop, and attractively format content for journal communication efforts on social media.
- Assist Dr. Edwards and the journal's Associate Editor with identifying qualified reviewers for submitted manuscripts
- Assist Dr. Edwards and the journal's Associate Editor with e-mail communications with authors of submitted manuscripts
- Assist Dr. Edwards and the journal's Associate Editor with the creation and management of an organization system to track manuscripts.
- Proofread manuscripts and note stylistic, structural, and grammatical concerns
- Attend weekly meetings (initially via zoom) with Dr. Edwards and the Associate Editor

Qualifications:

- Enthusiasm, self-motivation, and flexibility
- Word processing and research skills
- Experience with social media platforms, such as Twitter
- Time management skills, including the ability to meet tight deadlines

Application Procedure: To apply, please send the application as one combined PDF document to Dr. Todd Edwards at tedwards@sandiego.edu no later than Friday, September 18th. Applications must include:

- Cover letter outlining qualifications, experience as it relates to the position, and how obtaining the position will add to professional goals
- Current curriculum vitae/resume

- Information for three professional references (their position, title, e-mail, phone number)

****Position Filled****

Graduate Assistant

Faculty Supervisor: Carrie Tremble, PhD, Professor of Practice, Counseling Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 8 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

- The GA in this position will be involved in providing initial screening for people who would potentially like to become clients in the tele-mental health training clinic. This individual will answer the clinic phone, screen callers, invite clients to the electronic health records client portal (TheraNest), and follow up with clients as needed. Training on clinic policies and procedures will be provided.
- The GA will assist the professor of practice with her research efforts. Her current projects include researching the mental/emotional effects of serious injuries on elite athletes and researching issues related to sexual assault and/or substance abuse. The GA will be included as appropriate on any publications/presentations he/she/they assist with.

Application Procedure: To apply, please submit your cover letter and current resume to Dr. Carrie Tremble at ctremble@sandiego.edu by Monday, September 14th no later than 5 p.m.

****Position Filled****

Research Assistant

Faculty Supervisor: Ann Garland, PhD, Professor, Marital and Family Therapy Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 8 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

In collaboration with Dr. Garland, the Research Assistant will conduct:

- Literature searches and reviews for two different projects. One is a collaborative project with colleagues in Ethiopia on a study of the prevalence of behavioral health and developmental challenges. The second is a book project for students interested in careers as psychotherapists.
- Qualitative research on responses from dozens of psychotherapists regarding lessons learned in their careers and advice for students.

Application Procedure: To apply, please send a current resume and a couple of sentences about why you are interested in the position to Dr. Ann Garland at agarland@sandiego.edu.

****Position Filled****

Graduate Assistant for Catholic Community Initiatives

Faculty Supervisor: Wendell Callahan, PhD, Professor of Practice, Counseling Program

Dates of Employment and Weekly Workload: Graduate Assistant will work 12 hours per week. The work calendar runs from September 28, 2020* until May 31, 2021. **Start date is contingent upon background check and HR clearance.*

Responsibilities associated with this position include:

- The GA will provide direct support to the San Diego Diocese Office of Schools Professional Development Workshop Series which will provide online mental health and behavioral support themed professional learning sessions.
- The GA will support program operations, communications, participant enrollment and technical support for teleconferencing.
- The GA will also assist in the development and publication of one project interim progress report and one annual progress report.
- GA will report to the Counseling Program Director and Chief Operating Officer of the Tele-mental Health Training Clinic, who will be responsible for reporting requirements for this project.
- The GA will work with the Catholic Institute for Mental Health Ministry (CIMHM). The GA responsibilities are to manage email and social media accounts, including live feeds with Bishop Dolan, Deacon Adsit and other clergy and providers involved in Catholic Mental Health Ministry.
- The GA will assist in analysis of project implementation data from participating dioceses including the psychometric analysis of the Mental Health Ministry Implementation Checklist (MHMCL) and management of the MHMCL dataset (N>1000).

Application Procedure: To apply, please complete the [GA Application](#) for this position.

Department of Learning and Teaching

****Position Filled****

Research Assistant - Alexandrowicz, Viviana - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - A large research study in partnership with one K-16 school district about online teaching, English learners and students enrolled in bilingual programs
 - Conduct literature reviews and edit references on journal articles
 - Assist in TESOL Placements
 - Update TESOL website,
 - Experience with Social Media Twitter/facebook
 - Gather program feedback
- **List of skills needed:**
 - Strong writing skills, qualitative research experience ideas but not required, easy going calm personality, organized, responsible candidate who keeps this graduate position high priority, meets deadlines.
- **Number of Available Hours:**
 - 10 hours per week

Graduate Assistant - C. Bobbi Hansen - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Graduate assistant will help support the [Changemaking Center for K-12 Education](#)
 - Help updating and organizing center resources and activities
 - Assist in the development of scholarly articles and publications on Changemaking related topics
- **List of skills needed:**
 - Makes the assignment a priority, friendly, organized candidate
- **Number of Available Hours:**
 - 5 hours per week

****Position Filled****

Research Assistant - James Fabionar - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Help write 3 to 5 journal articles
 - Engaged in an Evaluation project with San Diego Unified School District - help manage the recruitment, orientation, and field assignment of a research team. Will support the gathering and analyzing of data to produce reports that support the district's work and conference and publication projects that contribute to learning in the field.
- **List of skills needed:**
 - Strong writing skills, qualitative research experience, organized, responsible candidate who keeps this position as a high priority, meets deadlines.
- **Number of Available Hours:**
 - 10 hours per week

****Position Filled****

Research Assistant - Rebekka Jez - ****Position Filled****

- **List of research and/or projects for 2020-2021:**
 - Help prepare a Changemaker Jamaica (Implicit Bias) manuscript
 - Conduct data analysis and program evaluation for USD's Academy of Catholic Teachers (ACT) Program

- Prepare manuscripts based on data analysis of the Culturally Responsive Student Transition Portfolio (CRSTP) program
- Support the completion of 3 manuscripts
- **List of skills needed:**
 - Strong writing skills
 - qualitative research experience
 - organized, responsible candidate who keeps this position as a high priority, meets deadlines.
- **Number of Available Hours:**
 - 10 hours per week

****Position Filled****

Graduate Assistant for ACT - Rebekka Jez - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Assist in meeting the three pillars of the Academy of Catholic Teachers (ACT) program events, fellow support, school interactions, accountability measures, communication, social media and funding.
- **List of skills needed:**
 - Strong writing skills
 - qualitative research experience
 - organized, responsible candidate who will keep this position as a high priority and meet deadlines.
- **Number of Available Hours:**
 - 5 hours per week

****Position Filled****

Research Assistant - Maya Kalyanpur - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Support with identifying research, formatting and indexing for two books, and with developing a curriculum on inclusive education for a university in India.
 - Support with sole author book, book chapters for lead author text and support for an edited book.
- **List of skills needed:**
 - Strong writing skills

- qualitative research experience
- organized, responsible candidate who keeps this position as a high priority, meets deadlines.
- **Number of Available Hours:**
 - 5 hours per week

****Position Filled****

Graduate Assistant - Joseph Lathan - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Support creating, editing and revising program documents (manuals, handbooks, flyers, etc) maintaining and updating SOLES Teaching Remote Website, possible course development in Blackboard, and faculty research.
 - Research the latest tools to help with classroom management and best practices and the latest online learning trends.
 - Research and create a master document and help write blogs and articles with for the Remote Teaching Website
 - Research websites and assist course development
 - Research the latest and updated web technologies, videos, to implement for Teaching Remote Website and EDSJ Website
 - Organize student orientations and faculty resource courses
- **List of skills needed:**
 - Strong organizational and administrative skills
 - Some knowledge of website management and Blackboard
- **Number of Available Hours:**
 - 10 hours per week

****Position Filled****

Research Assistant - Sarina Molina - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Support with Book "English Language Education and Social Inequality" and article "TESOL Teacher Candidate Learning from working alongside Refugee-Background Students"
- **List of skills needed:**

- Research and Library skills: APA 7th edition; annotation
- **Number of Available Hours:**
 - 5 hours per week

****Position Filled****

Graduate Assistant - Amanda Roth - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Administrative support for the Office of Field Experiences, Department of Learning and Teaching
 - Research and organize data on local schools
 - Manage, clean, and organize reporting data
 - Review and prepare summaries of end-of-semester evaluation data
 - Communicate with supervisors and cooperating teachers to collect all necessary data and ensure deadlines are met
- **List of skills needed:**
 - Microsoft Excel, digital organization, data cleaning, familiarity with Qualtrics (surveys) and Google Forms
- **Number of Available Hours:**
 - 10 hours per week

****Position Filled****

Research Assistant - Suzanne Stolz - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Project 1: Support with asset-based understandings of disability - search literature for existing research connecting disability to asset-based teaching practice. Identify themes and gaps, IRB submission.
 - Project 2: Website project providing Disability Studies in Education content for teachers. Survey support for the project.
- **List of skills needed:**
 - Strong writing skills
 - Qualitative research experience
 - Organized, responsible candidate who keeps this position as a high priority and meets deadlines.
- **Number of Available Hours:**
 - 10 hours per week

****Position Filled****

Research/Editorial Assistant for Teacher Education Journal-Reyes L. Quezada- [Apply Now!](#)

Dates of Employment and Weekly Workload: Fall Semester-Starting September 7, 2020

Responsibilities associated with this position include:

Research Assistant Duties

Project 1

- Assist in a Co-national study Between the University of San Diego and a George Mason University Faculty interviewing Deans of Colleges of Education as to how they responded to COVID 19.
- Transcribe Interviews and Data using NVIVO
- Schedule appointments with Deans
- Conduct literature reviews

Project 2

- Assist in a study interviewing teachers and administrators as to how they responded to COVID 19.
- Transcribe Interviews and Data using NVIVO
- Schedule appointments with Deans
- Conduct literature reviews

Teacher Education Quarterly Editorial Duties

- Plan, develop, and attractively format content for journal communication efforts on social media.
- Assist the journal's Associate Editor with identifying qualified reviewers for submitted manuscripts
- Assist the journal's Associate Editor with e-mail communications with authors of submitted manuscripts
- Assist the journal's Associate Editor with the creation and management of an organization system to track manuscripts.
- Attend weekly meetings (initially via zoom) with Editor and the Associate Editor

Qualifications:

- Self-motivation, Ability to work on your own
- Word processing and research skills
- Experience with social media platforms

Number of Available Hours: 10 hours per week

Graduate Assistant - Dept. of Learning and Teaching - Sergio Rodriguez - [Apply Now!](#)

- **List of research and/or projects for 2020-2021:**
 - Administrative support for the Department of Learning and Teaching
 - Analyze DLT and CTC Survey Data
 - Assist with Accreditation

- Social Media content development and management
- Website (WordPress) management
- **List of skills needed:**
 - Microsoft Excel, Word, PowerPoint, digital organization, familiarity with Google Forms, Docs, Sheets
- **Number of Available Hours:**
 - 5 hours per week

Department of Leadership Studies

****Position Filled****

Leslie Boozer - Apply now!

Research Project Dealing With Equity in Schools, Leadership and Curriculum

- **List of research and/or projects for *Fall 2020-Spring 2021*:**
 - General help with research and class preparation
 - Collecting and analyzing data related to equity in schools, leadership, and implementation of curriculum
 - Collaborating with professor on projects and development of ideas and publications, including writing case studies and white papers
- **List of skills needed:**
 - Research interest in equity, social justice, innovation, and K-12 leadership development
 - Experience with qualitative research
 - Strong writing and research skills
- **Number of Available Hours:**
 - 5 hours per week

****Position Filled****

Laura Deitrick - Apply now!

Book Proposal Development

- **List of research and/or projects for *Fall 2020 & Spring 2021*:**
 - Seeking a research assistant to work with me as a thought partner in developing a book proposal (including sample chapters) related to designing, implementing, and evaluating nonprofit programs through an equity lens.
- **List of skills needed:**
 - Strong desire to learn

- Interest in the topic
- Excellent organizational skills
- Strong writer
- Nonprofit experience is a plus, but not required
- **Number of Available Hours:**
 - 5 hours per week

****Position Filled****

Fred Galloway - [Apply now!](#)

LEAD 661 Teaching Assistant

- **List of research and/or projects for Spring 2021:**
 - I'm looking for a TA to help me with my doctoral level Decision Making Under Conditions of Uncertainty classes (one on-line and one face-to-face) that I'll be teaching during the Spring 2021 semester.
- **List of skills needed:**
 - Doctoral student that has taken the class and performed well
 - Senior-level decision-making experience
 - A willingness to truly partner with me in various aspects of the course
- **Number of Available Hours:**
 - 5 hours per week

****Position Filled****

Beth Garofalo - [Apply now!](#)

Graduate Assistant - Dept. of Leadership Studies - Beth Garofalo

- **List of research and/or projects for 2020-2021:**

The student selected for this position will assist the department with various projects and Administrative support which could include:

 - Develop and implement events
 - Support the management of department social media presence and selected communications
 - Create and deploy surveys
 - Conduct benchmarking surveys to support programmatic development
 - Analyze data and assist with accreditation reporting.
 - Other duties as assigned.
- **List of skills needed:**
 - Strong computer skills - including Microsoft Office and Google applications.

- Strong administrative and organizational skills.
- Strong communication skills (written and oral), interpersonal skills, and professionalism.
- Ability to work collaboratively and cooperatively with department administration, staff, faculty and students.
- Willingness to take initiative and to work independently.
- Reliable time management skills and a proven capability for follow through.
- **Number of Available Hours:**
 - 5 hours per week

****Position Filled****

Lea Hubbard - [Apply now!](#)

Teaching Assistant for LEAD 612 Advanced Qualitative Research

- **List of research and/or projects for *Fall 2020*:**
 - I would like the TA to support students in breakout groups, conduct a lecture on qualitative research as it relates to the content of the class, and keep track of all student assignments. Two main goals are to give the TA experience teaching and provide the student with a deeper understanding of qualitative research and secondly, to offer more one-on-one support to the very large group of students that have enrolled in this class.
- **List of skills needed:**
 - Experience with qualitative research
 - Ideally the candidate should have already conducted at least one full research study from data collection to write up
 - Some experience with qualitative software
 - Experience with decolonized methodologies and alternative qualitative methods
- **Number of Available Hours:**
 - 5 hours per week

****Position Filled****

Antonio Jiménez-Luque - [Apply now!](#)

How to develop civic leaders for social change

- **List of research and/or projects for *Fall 2020 and Spring 2021*:**
 - Working on the contents for a leadership development program: Leadership for social change.
- **List of skills needed:**
 - PhD Student working on topics of leadership and identity formation

- The RA position requires:
 - i. Finding information in libraries;
 - ii. Researching internet sources;
 - iii. Writing literature reviews;
 - iv. Designing research methodologies;
 - v. Undertaking various fieldwork research;
 - vi. Analyzing data;
 - vii. Co-authoring research papers;
 - viii. Attending seminars and periodically lecturing classes;
 - ix. Assuming the role of teaching assistant and assisting with teaching material;
 - x. Assisting with grading papers.
- **Number of Available Hours:**
 - 10 hours per week

****Position Filled****

David Karp - [Apply now!](#)

Graduate Assistant for the Masters in Higher Education Leadership Program: Support students in the MA HE program

- **List of research and/or projects for *Fall 2020*:**
 - The GA will provide general programmatic support for the Masters in Higher Education Leadership Program
 - They will work closely with MAHE faculty and USD and SOLES administrators to foster a strong sense of belonging for both first and second year students
 - Activities will include organizing MAHE academic and cocurricular events, creating and sharing relevant resources, supporting student projects, e.g., action research, assisting with admissions activities, and other duties as needed
- **List of skills needed:**
 - PhD student excited to provide support to students in the MAHE program
 - Interest or background in higher education administration/student affairs
 - Training or experience with action research
 - Cultural competence and comfort working with BIPOC community
- **Number of Available Hours:**
 - 7 hours per week

****Position Filled****

David Karp - [Apply now!](#)

Graduate Assistant for Masters in Higher Education Leadership: Action Research Projects

- **List of research and/or projects for *Fall 2020*:**
 - This position will support the Masters in Higher Education Leadership program, particularly students working on their action research projects.
- **List of skills needed:**
 - Support students completing action research projects
- **Number of Available Hours:**
 - 5 hours per week

****Position Filled****

Marcus Lam - [Apply now!](#)

Financing Nonprofits

- **List of research and/or projects for *Fall 2020*:**
 - I would like RA support for a research project that examines the finance market for the nonprofit sector with a focus on the California public bank legislation approved in 2019 (AB857).
- **List of skills needed:**
 - Knowledge of how to conduct a literature search for empirical articles in academic journals
 - Qualitative interviewing and analysis experience
 - Quantitative data collection and analysis experience preferred but not required
- **Number of Available Hours:**
 - 10 hours per week

****Position Filled****

Nydia Sánchez - [Apply now!](#)

Latinx Educational Uplift

- **List of research and/or projects for *Fall 2020 and Spring 2021*:**
 - This research assistant position supports the Latinx Educational Uplift Project, which explores how academic capital is transmitted and co-constructed in Latinx communities. Tasks related to this project include supporting research logistics,

retrieving and reviewing research literature and/or media, contributing to research analysis and/or written products, and developing applied interventions for teaching, mentoring, and advising based on the research.

- **List of skills needed:**

- Advanced PhD Student (Student has taken at least 12 units of doctoral level classes)
- Experience and/or Interest in Qualitative Research Methods
- Familiarity with and/or interest in learning more about Latina/Chicana Feminisms

- **Number of Available Hours:**

- 10 hours per week

****Position Filled****

Hans Schmitz - [Apply now!](#)

Billionaire Philanthropy

- **List of research and/or projects for *Fall 2020 and Spring 2021*:**

- Developing publications in collaboration with a PhD student. The focus of the RAship could change based on student interest and publication cycles. Currently, the most promising project focuses on a qualitative study of billionaire philanthropy and the Giving Pledge population. The RA would engage in data collection (Forbes, Wealth-X etc.) and analysis of gendered representations of Giving Pledge members online. The goal of the project is to have a full publication ready to send out for review or to present at a conference by March 2021.

- **List of skills needed:**

- Writing
- Data collection
- Analysis
- Creative research design
- gender analysis of photo representation
- NVivo (not difficult to learn)
- The point of the RAship is to acquire a number of skills in the process, so the main qualification is being willing to work on this project and invest time and effort

- **Number of Available Hours:**

- 5 hours per week

The Nonprofit Institute

****Position Filled****

Community and Environment Research Assistant

Supervisors: Tessa Tinkler and Darbi Berry

The Community & Environment Research Assistant will support research projects housed at The Nonprofit Institute that advance knowledge and understanding of equity in a community context and explore interconnections between equity and environmental impacts. This position will primarily provide support to **The Equinox Project's Quality of Life Dashboard** and the **San Diego Regional Climate Collaborative**.

The Nonprofit Institute: Established in 2002 in the School of Leadership and Education Sciences (SOLES), The Nonprofit Institute (NPI) provides research, technical consulting, convening, and training to develop community leaders and organizations. NPI is nationally renowned for its programs to: help values-driven leaders connect, learn and advance social good and community; empower nonprofits by activating their greatest assets – their people; and provide the research, evaluation and service these organizations need to make a lasting impact.

The Equinox Project is a nonpartisan policy initiative established in 2009 that inspires, informs, and engages the public and decision-makers in crafting better solutions to regional challenges. Rather than focusing on just one issue, Equinox focuses on the intersecting issues that together shape regional quality of life. Equinox specializes in tracking key environmental and economic indicators through our Regional Quality of Life Dashboard; communicating data and policy research to inform the public and influence decision-makers; engaging young leaders to participate in regional environmental and economic issues to ensure a growing generation of informed and civically engaged residents.

The San Diego Regional Climate Collaborative (SDRCC) was established in 2011 as a network for public agencies to advance climate change solutions that mitigate greenhouse gas emissions and adapt to the effects of climate change. Partnering with academia, non-profit organizations, and business and community leaders, the Collaborative raises the profile of regional leadership, shares expertise, and leverages resources. Our mission is to connect the region to advance climate change solutions. By bringing people together, we envision a region that is prosperous and resilient with a commitment to maintaining a high quality of life, and fostering a green and growing economy with an equitable and unified approach. Together, we are prosperous and resilient.

Duties and Responsibilities

- Analyzing and comparing datasets across a wide range of platforms and issue areas
- Supporting engagement strategies to contact experts for input within and outside of the university
- Supporting coordination of community engagement and dialogues
- Soliciting feedback from key NPI networks
- Identifying new datasets / sources in alignment with project goals
- Developing data visualizations including graphs and maps
- Supporting other communications activities around the Dashboard(s)

Preferred Skills and Abilities

-
- Must be a graduate student with interest and/or experience in equity, social justice, public advocacy, environment, policy, sustainability and/or climate change.
 - Interest or experience working with local cities and agencies
 - Experience researching public policy and conducting academic literature reviews
 - Strong background in quantitative and qualitative data analysis skills and experience; specifically experience with statistical softwares such as Microsoft Excel, R-Programming, SPSS or Python
 - Strong background in data synthesis and creating summary findings
 - Experience analyzing data from publicly available government data sources such as the U.S. Census, Bureau of Labor Statistics, California Department of Finance, and SANDAG strongly preferred
 - GIS mapping experience strongly preferred
 - Sensitivity and demonstrated competence in working with diverse populations
 - Strong written and communication skills
 - Capacity to work nimbly and respond to uncertainty with clarity of focus
 - Excellent organizational skills and attention to detail
 - Experience working in a team-based environment

Hours: 20/week

Term: January 2021 - December 2021 (with opportunity for extension into 2022)

Payment: \$16 - \$20 / hour

Instructions to Apply:

- Please send resume, cover letter and short writing sample to Darbi Berry, darbiberry@sandiego.edu by **Friday, January 22, 2021**
- Note in subject: *Community & Environment Position - <your name>*