

Student Job Description

Agency Name: Simply Living
Job Title: Research Assistant – Education, Outreach for Specific Projects
Number of Openings: 1 **Hours per Week:** 20

Supervisor Name: Ben Redman
Phone Number: (614) 447-0296
Email Address: ben@simplyliving.org

Job Description:

To assist Simply Living staff and volunteers with responsibilities including:

- ❑ Support research and educational projects resulting from Simply Living initiatives such as the Alternative Transportation Project;
- ❑ Support educational programs on specific topics for Simply Living members and the community at large including PowerPoint presentations, handouts, workbooks and small group discussions;
- ❑ Work with project members to research topics such as the use of alternative transportation (public transit, bicycling and walking) via surveys, interviews, mining of data sources and other appropriate research techniques;
- ❑ Respond to requests and inquiries;
- ❑ Organize, analyze and manage information, including survey results;
- ❑ Provide information about specific project via the organization's website, list-servs, newsletter or other appropriate communication channels;
- ❑ Publicize and promote through media;
- ❑ Enhance outreach efforts to The Ohio State University students, faculty and staff.

Desired Qualifications:

- ❑ Strong communication skills – face-to-face and phone etiquette
- ❑ Ability to work with committees and volunteers as part of a team
- ❑ Ability to think independently and problem solve
- ❑ Solid writing skills
- ❑ Public speaking ability
- ❑ Basic knowledge of Microsoft Word, PowerPoint, Access & Excel
- ❑ Knowledge of survey techniques and software
- ❑ Research skills - online as well as library including ability to help design and administer surveys and interviews
- ❑ Educational skills – ability to organize and convey information
- ❑ Administrative skills – ability to organize and complete projects
- ❑ Ability to work after 5:00 PM on occasion