



Job Posting

Research Assistant

(Closes May 22, 2017)

Prime Time is seeking a dynamic individual for the position of research assistant. Prime Time is a leading organization in the state of Florida that fosters high quality in out-of-school time programs through coaching, professional development and expanded learning opportunities.

The research assistant's primary responsibility is to perform a variety of functions related to research under the supervision of the director of research, such as data collection; entering, preparing and managing collected data; contributing to the thinking, learning and writing integral to Prime Time's research projects; as well as providing administrative support to the research team.

The incumbent will be responsible for helping to develop and administer evaluation tools to measure effectiveness in all areas of Prime Time's work (including quality improvement, professional development and the delivery of expanded learning opportunities).

Other essential duties include performing literature searches, scheduling data collection, coordinating data collection tasks, working with external assessors as needed, assisting in conducting research and disseminating findings in order to further the field of afterschool, and supporting the production of articles, reports and books on behalf of the Research Team and Prime Time. The research assistant is considered a primary "go-to" person to support administrative needs for the Research Team and Prime Time specific projects.

Minimum requirements: Bachelor's degree in a relevant field such as social work, public policy, or social sciences is required; master's degree is preferred with a minimum of one year of data management experience. An equivalent combination of education and experience may substitute for the listed requirements. Advanced proficiency in Microsoft Office applications (Word and Excel) is required. Proficiency with data management programs (Microsoft SQL Server is preferred).

Send cover letter, resume and salary requirements to:

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