

Date: October 14, 2015

To: Bilingual (Spanish-English) graduate and upper-level undergraduate students

From: Lauren Heidbrink, Assistant Professor
Chair, MA in Public Policy and Administration
School of Social and Behavioral Sciences
lheidbrink@nl.edu

Re: (2) Research Assistants on Migration, Deportation and Child Welfare in Guatemala

Position Requirements:

Dr. Heidbrink (PI) seeks two bilingual (Spanish/English) students to serve as research assistants on a National Science Foundation-funded study entitled “The Deportation of Migrant Children” which investigates the impacts of deportation of migrant children and to examine processes of social reintegration in communities of return. Research Assistants (RAs) are provided a unique opportunity to engage in research on a critical social issue impacting migrant communities locally and internationally. The primary tasks of the research assistants are to assist in developing and administering a community-level survey in Guatemala.

This position runs from January of 2016 until August of 2017. RAs will assist in research and preparation for the survey (approx. 10-15 hours/week). From late May thru July of 2016, the RAs will administer a household survey alongside a team of Guatemalan research assistants (40 hours/week for 10 weeks). Following the completion of the survey, research assistants will assist in transcription and translation (where appropriate), data entry, data analysis, and library and online research (approx. 10-15 hours per week). RAs will also support webpage development and maintenance and drafting of reports for a diverse range of stakeholders. Throughout the project, research assistants will receive extensive faculty mentorship and have the opportunity to present findings in professional settings and/or co-author publications with the PI.

Position Details:

- Applicants must be available for 10 weeks (compensated at 40hrs/week) during the Summer of 2016 (late May thru July) for international travel to Guatemala. Airfare, accommodations, local transportation, and a per diem will be provided.
- Generally flexible hours with a maximum of 10-15 hours per week beginning January of 2016 through August of 2017.
- Compensation is based on the applicants work experience and educational level.
- Research Assistants are strongly encouraged to incorporate their area of research interest into the survey.

Skills and Qualifications

Required abilities include:

- Excellent spoken and written communications skills;
- Bilingual in written and spoken Spanish and English;

- Strong motivation, self-management, and attention to detail;
- Ability to meet deadlines and make progress without direct supervision;
- Excellent computer skills, especially Microsoft Excel; and
- Ability to travel internationally for ten weeks from late May through July of 2016.

Preferred abilities include:

- Experience with transcription;
- Experience with Atlas.ti or comparable data analysis software;
- Experience (personal and/or applied) working with immigrant communities in the US;
- Abilities to develop and maintain a website;
- Matriculated at a university or college in a graduate program, preferably in anthropology, sociology, or a related discipline. Outstanding upper-level undergraduate students will be considered.
- Residence in the Chicago metropolitan area strongly preferred.

Application Process:

Please submit a CV, cover letter (3pgs max), unofficial transcripts, and the contact information of 3 professional references to lheidbrink@nl.edu in a single email by **December 1, 2015**. The cover letter should address the reasons why this position is compelling to the applicant; what skills the applicant possesses that make him or her a strong candidate for this research; and a detailed summary of what research interests the applicant wishes to add to the project.