

Schaefer Center Graduate Fellow

Position Type: Part-time, competitive awards package

Salary: \$15/hour for master's students, \$20/hour for doctoral students

- Tuition remission up to 9 credits per semester for master's students, 6 credits per semester for doctoral students
- Stipend of \$6,000 per semester (or \$12,000 stipend for a full-year package)
- Opportunity to continue to work at the Schaefer Center during the summer

The Schaefer Center offers a limited number of graduate fellowships for full-time, University of Baltimore graduate students. Graduate Fellows work in the Center 20 hours per week while attending graduate school on a full-time basis. Schaefer Center Graduate Fellows assist on Center projects in a variety of ways.

Key Responsibilities include:

1. *Collect and organize data.* Collect primary and secondary data via interviews, surveys, and focus groups. Prepare tables, graphs, and charts for written reports summarizing research results.
2. *Analyze data or information.* Perform data entry and other clerical work as required. Perform descriptive and multivariate statistical analyses of data utilizing SPSS, Excel, or other statistical software. Review work done by staff members or other graduate fellows for correct spelling, grammar, and data accuracy. Code qualitative data from interviews or focus groups utilizing NVivo or Excel.
3. *Assist research staff.* Conduct internet-based and library research. Assist with field interviews and/or focus groups. Analyze and organize evaluation data for training program facilitators. Assist with the preparation of project-related reports and presentations.
4. *Assist with training programs.* Provide support services for training programs including note taking or covering Zoom sessions. Prepare and send materials for program participants. Coordinate occasional, in-person events, including lunches and program graduations. Monitor inventory of books and supplies for participants. Update program documents such as class rosters, presentations, professor biographies, graduation programs, and capstone or final group materials.
5. *Administrative activities.* Take notes during meetings, interviews, and focus groups. Prepare conference or event materials, such as flyers or name badges. Carry/move packages, boxes, and/or equipment.

Minimum Requirements:

Required Education: Enrolled or planning to enroll at The University of Baltimore with at least 9 credits per semester as a Master's level graduate student or 6 credits per semester as a Doctoral student

Preferred Experience: Experience with math/statistical software packages (e.g., Excel, SPSS, R) or familiarity with data analysis and reporting tools (e.g., Nvivo, PowerBI, Qualtrics).

Experience or interest in public policy research, program evaluation, survey research, strategic planning, or other policy-related areas

Required Knowledge, Skills, and Abilities:

- Working knowledge of data/statistical and literature review processes.
- Skill in written and verbal communication.
- Skill in organizing resources and establishing priorities.
- Skill in establishing and maintaining effective working relationships.
- Ability to learn new software and expand skill sets.
- Ability to handle confidential and sensitive data.
- Ability to effectively multitask a wide variety of distinct related projects while under firm deadlines.
- Ability to work collaboratively.

We look forward to receiving your required electronic application with a resume and learning about your interest in and qualifications for this fellowship. To apply, [click here](#).

The University of Baltimore ("UBalt" or "University") does not discriminate on the basis of sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity, or other legally protected characteristics in its programs, activities or employment practices. UBalt is an Equal Opportunity/Affirmative Action/ADA Compliant Employer & Title IX Institution.