



Graduate and Research Assistantships for Doctoral Students 2012-13

RESEARCH ASSISTANT

CASTER FAMILY CENTER FOR NONPROFIT AND PHILANTHROPIC RESEARCH

The Caster Family Center for Nonprofit Research provides San Diego County with an organization that is able to offer resources and products that are both scientifically valid and have direct applicability to the Third Sector. The Center offers access to and analysis of various types of nonprofit data, conducts research on the sector, analyzes funding, public policy and environmental trends affecting nonprofit corporations, and provides program evaluation services to nonprofit organizations. As part of its on-going public education work, the Center convenes regular symposia with practitioners in order to discuss its findings within the context of the local, regional and national sector.

Our primary objective is to serve as an invaluable resource to local nonprofit organizations by helping them meet their missions, serve the critical needs of their constituents, operate efficiently, provide high quality services and programs, and respond appropriately to donors.

Doctoral Research Assistants at the Center undertake research about the nonprofit sector, collect data on the sector, design and carry out program evaluations for local nonprofit corporations and public sector organizations, and develop public education events that showcase the work of the Center.

JOB RESPONSIBILITIES

- Conducting research projects on the nonprofit sector independently and in collaboration with affiliated faculty, program directors and other research assistants. This will include all aspects of data gathering and analysis, writing up results, and packaging results in final products to be presented at academic conferences and to clients, funders and the general public.
- Conducting program evaluations for selected nonprofit organizations and programs under the supervision of affiliated faculty and program directors. This will include, all aspects of data gathering and analysis, writing up results, packaging results and making presentations to clients and funders.
- Designing and coordinating community events sponsored by the Caster Family Center for Nonprofit Research and the Nonprofit Leadership & Management (NLM) Program in collaboration with the Research Center and NLM staff. This includes securing sponsors, making facilities and logistical arrangements, securing speakers, public relations, etc.

- Acting as an ambassador for the Center through things such as community events, donor events, client meetings, conference presentations and selected media interviews as directed by the directors of the Center. Please note: Some travel to nonprofit academic conferences is required.
- Being prepared to do all manner of work tasks – large and small –to advance the work of the Center.

QUALIFICATIONS

- Demonstrated research skills
- Strong written communication skills
- Strong communication skills, interpersonal skills and professionalism
- Initiative, time management and proven ability to follow through and work independently
- Data base management skills – SPSS desired
- Students hired into this position should be pursuing the Nonprofit/Philanthropic Specialization in the PhD program and will be required to enroll in LEAD 501 – Nonprofit Fundamentals (or other course as approved by supervisor) in their first year.

PREFERENCES

- Executive-level nonprofit management experience
- Demonstrated experience in event coordination
- Demonstrated report production skills

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 once the background investigation has been completed and the results accepted by the university.

DATES OF EMPLOYMENT

- 9 month appointment beginning August 27, 2012
- 20 hours per week

COMPENSATION

- \$14,615 salary
- 12 units of tuition scholarship
- Health benefits

JOB APPLICATION REQUIREMENTS

- Submit a letter of interest, resume, writing sample and a list of 3 professional or education references.
- Selected candidates will be contacted for interviews after the deadline in February and decisions made by early March. (phone interviews will be available)

TO APPLY

Submit all documents to by **February 17, 2012** to **Heather Gibb** at heatherg@sandiego.edu.