Research Assistant
Urban and Environmental Policy

Fall 2024 - Spring 2025

Duties/Responsibilities:

Research Assistant will work closely with PI in building a new dataset that links CA school facilities funding to school building conditions.

Data cleaning and management: Data will come from four sources. (1) CA Department of Education Enrollment Data. These can be downloaded as Excel files. (2) CA School Facilities funding data. These can be downloaded as Excel Files. (3) Privately gathered Assessed Value data for CA school districts. These are purchased from a consulting firm and sent as an Excel file. (4) Data on building conditions. Some of this data has been obtained through a prior survey; missing data will have to be manually collected through a survey of all school districts in California. Data from the four sources must be merged. Merging must be continued and updated as more institutional research data becomes available and is corrected. Data cleaning will be required.

Survey design: The research assistant will 1) build a directory with contact information for all CA school districts; 2) design an online survey to ask all CA school districts: a) how many buildings they have; b) the square footage and age of each building; c) the general condition of each building.

Qualifications:

Required qualifications:

Excellent programmer in Stata, or other statistical packages with ability to learn Stata. Programming practices include good commenting and documentation, ability to reproduce all results, and robust practices that resist bugs, such as loops, macros, etc.

Experience with data management and cleaning, including merging datasets.

Experience with data management in Excel.

Strong written and oral communication skills

Desired qualifications:

Experience designing and programming surveys.

Knowledge of literature in education and facilities funding.

Experience merging using text fields.

Start date: as soon as possible

End date: 06/10/25

Work Schedule: Flexible, primarily asynchronous

Hours Per Week: 10

Starting pay rate: $17.28 per hour

Work Award: No

To apply, please submit 1) student employment [application](), 2) references; and 3) sample Stata code to cahen@oxy.edu.