



Position: Research Assistant

State job classification: Statistical and Research Analyst I (Band 3)

Status: Temporary, Part-Time (up to 25 hours per week)

Timeline: May 17 – August 15, 2024 (13 weeks)

Arrangement: In-person preferred; remote within the state of South Carolina negotiable

Number of positions available: 2

Hourly wage: \$16.19

Organization

South Carolina First Steps is both a 501(c)3 nonprofit and state agency and is the only dedicated, comprehensive early childhood agency in South Carolina focused on getting children ready for school and life success. Annually, we serve more than 57,000 children. Established by the South Carolina General Assembly in 1999, First Steps provides funding and support to a network of 46 local, First Steps partnerships, one in every county. Through the partnerships, First Steps provides evidence-based parenting, literacy, and development programs; training for early childhood educators; child care scholarships; child care quality enhancement; and a slate of other early interventions. Through First Steps 4K, the agency partners with over 250 child care centers to offer free, high-quality, educational Pre-K 4 to more than 3,300 children. In addition to developing, funding, and supporting programs and initiatives statewide, South Carolina First Steps coordinates the activities of the South Carolina Early Childhood Advisory Council, a collaborative body representing the state's early childhood system. The Early Childhood Advisory Council works to ensure that South Carolina's children arrive at school ready to reach their highest potential, are healthy and safe, and are actively supported by their families and communities.

The diverse workforce that makes up the 65+ member team at First Steps includes salaried and hourly positions and is governed by a State Board of Trustees. As an organization, we value children, relationships, equity, high quality, and results. Our office is in downtown Columbia, SC. As First Steps is a state-wide organization, some positions are remote, and some require travel.

Team: Research and Strategy

The Research and Strategy team supports both First Steps and the Early Childhood Advisory Council. To improve results for children, families, and communities in South Carolina and beyond, the Research and Strategy team works collaboratively with partners at all levels to make high quality data accessible and actionable through equitable and inclusive strategic planning, evaluation, and research.

Purpose

There are 47 evidence-based or evidence-informed interventions approved by the First Steps Board of Trustees available for local partnerships to implement based on their community's needs and resources. These interventions comprise the program catalog that spans the program areas of parenting (26 programs), early care and education (12 programs), health (6 programs), and school transition (3 programs). Every so often, First Steps endeavors to revisit the research literature that support the evidence designations of these programs. The Research Assistant will follow a rigorous process to review and document findings from peer-reviewed research and national clearinghouses for each program in the local partnership program catalog. In collaboration with First Steps staff, these reviews will be made publicly available and will be utilized to determine a recommendation of an evidence designation to the Board of Trustees for their consideration. This is a temporary grant position that has

guaranteed funding through August 15, 2024 with potential for an extension, should funding be available and the project require it, and will report to the Director of Research and Strategy. It is preferred that this position be in-person at our physical office in Columbia, SC, but a remote work arrangement within the state of South Carolina could be negotiated.

Duties

- 50%: Utilize First Steps provided template to document findings from peer-reviewed literature (going back at least fifteen years) using databases, like PubMed and Google Scholar, and from relevant national clearinghouses, like the Home Visiting Evidence of Effectiveness (HomVEE) and Title IV-E Prevention Services Clearinghouse.
- 35%: Compile results from template into a synthesized literature review and conceptual model for each program for public consumption, using citation management software.
- 10%: Collaborate with First Steps staff and, when necessary, staff from local partnerships and program models.
- 5%: Other duties as assigned.

Qualifications

- Required: Bachelor's degree in a related field, such as public health, sociology, or education, with experience reviewing and synthesizing literature
- Preferred: Enrolled in or graduate of a master's or doctoral program from an accredited graduate program in a related field, such as public health, sociology, or education
- Experience with citation management software, like Mendeley
- Experience with reviewing and synthesizing peer-reviewed literature
- Experience applying rigorous processes to determine a research study's quality
- Knowledge of methods of research design, data collection, data analysis and presentation of information
- Knowledge of standard statistical methods
- Ability to work independently
- If remote, ability to access high speed, reliable internet
- Ability to present information in written and oral form
- Ability to establish and maintain effective working relationships with others
- Strong, demonstrable organizational and documentation skills
- Must be trustworthy, hard-working, positive, a team-player, and dedicated to the mission of First Steps

To apply, submit your official application [here](#).