

IEA (International Association for the Evaluation of Educational Achievement) is an independent, nonprofit research organization. We conduct international and national large-scale comparative studies of educational achievement and other aspects of education, with the aim to research, understand, and improve education worldwide. At IEA Hamburg over one hundred and fifty employees are involved in managing the different tasks of a study ranging from sampling to data analysis. Our experts also provide a wide array of services related to international and national surveys and assessments.

**We have an immediate opening for a part-time (15-20 hrs/week)**

## **Student Assistant (f/m/d)**

**to support our Research & Analysis and Sampling Unit**

The Research & Analysis Unit (RandA) at IEA Hamburg conducts research, analysis, training, support, and consultancy activities in the field of large-scale assessments in education. RandA aims at improving the science of large-scale assessments, promoting the proper use of data from IEA studies, and stimulating high quality research related with IEA data.

The Sampling Unit at IEA Hamburg develops and implements sample designs for international and national educational studies. This includes sample selection, computation of sampling weights, and preparing data sets for variance estimation. Strict adherence to state-of-the-art methods in sampling provides a foundation for high-quality study outcomes.


### **Your tasks:**

- Supporting our main staff members with their daily work
- Assisting with diverse administrative and communication tasks (e.g., maintenance of units' email inbox, conference overview files, support with the literature management system, etc.)
- Assisting in the preparation of texts and other materials for [www.ilsa-gateway.org](http://www.ilsa-gateway.org) (IEA's online platform for international large-scale assessments)
- Depending on your interest and available projects, you may get the chance of participating in research projects by:
  - Collecting, reviewing, and organizing relevant literature
  - Preparing tables and figures for research reports
  - Supporting the preparation of power point presentations for the dissemination of the results
  - Conducting statistical analyses guided by main staff

### **Your profile:**

- Student of English and American studies, linguistics, information science, communications, psychology, education, sociology, or a related field
- Good English language skills (English is the working language), good English in writing
- Good knowledge of Microsoft Office applications
- A proactive and organized approach to work
- A genuine interest in educational research
- Basic knowledge of statistical methods and experience with SPSS or other statistical software would be advantageous (but not necessarily required)

This is an interesting position that will provide you with the opportunity to work within an international team conducting cutting edge research and training around issues of international comparative and large-scale assessment. We offer a highly intercultural and friendly work environment and a flexible work schedule. The contract will be limited to two years. The initial salary offered is 13 € per hour.



If you are interested in this position, please submit your complete application (including your resume, relevant references and certificates, and your availability) no later than 31 January 2024. We welcome applications via email at: [bewerbung@iea-hamburg.de](mailto:bewerbung@iea-hamburg.de), subject: Student Assistant RandA (0601). For further information please contact:

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