

**Contact details:**

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**Position:**

Survey Data Assistant

**Details:**

Working in partnership with the Association of Religious Data Archive, Indiana University, and Chapman University, the successful applicant will undertake the following programme of work:

- undertake preparation of survey data for inclusion in the ARDA
- on-going maintenance of codebooks associated with survey data
- recruitment of surveys for inclusion in the ARDA
- assist the project director with other work in support of the aims of the ARDA

**Number of hours:**

Casual

**Start and end date:**

On-going (until the cessation of the grant)

**Specific skills:**

The Survey Data Assistant will:

- be familiar with the measurement of religious survey items
- demonstrate a capacity for quantitative data management
- have the ability to operate bespoke software platforms for the processing of quantitative data
- identify potential datasets that are suitable for inclusion in the ARDA
- negotiate the recruitment of survey data for inclusion in the ARDA

- Attend ARDA meetings/training sessions, where necessary
- act as a conduit for engagement with the ARDA, attending specific events in order to promote the ARDA

**Hourly rate of pay:**

Equivalent to grade 7.3 on the TUoS salary scale.

**Details of how to apply:**

Please send a covering letter with a two-page CV that outlines your suitability for the role.

**Closing Date:**

Monday 19<sup>th</sup> May