Position Title: Ed.D. Graduate Research Assistant

Reports to: Dr. Kathleen Scholl

Terms of Employment:
- For the fall semester: 20 (or 10 if half award) hours per week, beginning August 24, 2020 and ending December 18, 2020. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 (or 10 if half award) hours per week, beginning January 11, 2021 and ending May 7, 2021. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary is $8,086 per semester. Half assistantships may be awarded.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description: As part of your responsibilities, you will be assigned to assist with faculty and Departmental research. Your duties may include:
- Attending team meetings,
- writing abstracts for conferences,
- doing literature searches,
- writing literature reviews or other parts of manuscripts,
- designing research,
- collecting and analyzing data,
- identifying appropriate archival materials,
- finding data or other information online,
- presenting data (in written or oral form),
- selecting measures,
- coordinating team meetings and activities,
- designing websites and online materials related to research,
- conducting field research activities off campus,
- acting as a liaison between department and other organizations,
- coordinating and applying for funding for conferences,
- helping to write grant applications,
- assist in manuscript preparation,
- organizing and maintaining folders or drives that house articles, data, write-ups, etc.,
● monitoring and maintaining equipment and materials,
● completing IRB forms and maintaining and managing regulatory compliance,
● coding date or articles for meta-analyses,
● making instructional or promotional videos,
● recruiting participants,
● conducting interviews,
● responding to participant inquiries,
● helping to implement an action research project,
● meet with assigned supervisor on a regular basis

Qualifications:
● Must be a full-time, degree-seeking student in a UNI graduate program
● Must be enrolled in 9 graduate level hours
● Maintain a UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
● M.A. degree in Health; Leisure, Youth and Human Services or related field preferred

Desired Skills
● Self-starter, motivated
● Excellent interpersonal communication and listening skills
● Ability to work well independently and in groups
● Computer skills in Microsoft Word, Excel, PowerPoint and Publisher
● Creative, ability to develop new ideas and initiatives
● Excellent outreach and presentation skills
● Excellent organization, time management skills

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) to Carol Bean at carol.bean@uni.edu

Applications received by March 27, 2020 will be given preferential consideration.