Position Title: Graduate Research Assistant

Reports to: Elena N. Dodge  
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Terms of Employment:

- For the fall semester: 10 or 20 hours per week, beginning August 21, 2017 and ending December 15, 2017. Does not include the week of Thanksgiving Break.
- For the spring semester: 10 or 20 hours per week, beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.

Compensation:

- Full assistantship salary for 2017-2018 is $5,120.00 per semester. Half assistantships may be awarded. Salary is prorated on a weekly basis for late start.
- 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:

- Literature search
- Writing literature reviews or other parts of manuscripts
- Survey design
- Collecting and analyzing data
- Identifying appropriate archival materials
- Internet data search
- Presenting data (in written or oral form)
- Designing websites and online materials related to research
- Conducting industry/market research and analysis
- Coordinating and applying for funding for conferences
- Helping to write grant applications
• Organizing and maintaining research folders, drives, or material
• Completing IRB forms
• Maintaining and managing regulatory compliance
• Other research and faculty assistance duties as assigned.

Qualifications:
• Must be a full-time, degree-seeking student in the Master of Business Administration Program.
• Must be enrolled in 9 graduate credits each semester of assistantship.
• Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) to Nancy.Hoffman@uni.edu. Applications received by February 1 will be given preferential consideration.