Position Title: Graduate Research Assistant

Reports to: Elena N. Dodge
Assessment & Projects Specialist
College of Business Administration, Suite 212
University of Northern Iowa
Cedar Falls IA 50614-0123
Phone: (319) 273-7538
Email: elena.dodge@uni.edu

Terms of Employment:
- For the fall semester: 10 or 20 hours per week, beginning August 26, 2019 and ending December 20, 2019. Does not include the week of Thanksgiving Break.
- For the spring semester: 10 or 20 hours per week, beginning January 13, 2020 and ending May 8, 2020. Does not include the week of Spring Break.

Compensation:
- The 2019-20 full assistantship salary amount is $5,284.00 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 for 9 qualifying graduate credit hours each semester of assistantship.
- 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.

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