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 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 cumulative GPA of 3.00 or higher during the entire semester.

**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.