

Graduate Research Assistantship Opportunity

The Office of Candidacy and Academic Affairs in the Graduate School is currently seeking a Doctoral-level student for a Graduate Research Assistantship.

Typical Duties:

- Assist the Senior Associate Dean with the organization of data and the preparation of reports
- Organize the updating of the electronic version of the Graduate Catalog
- Assist the Senior Associate Dean in preparing for meetings
- Transfer data from individual exit questionnaires to the dedicated database; qualitatively and quantitatively analyze the data
- Assist the Senior Associate Dean with literature review and other responsibilities in the preparation of professional publications
- Other duties as assigned by the Senior Associate Dean

Benefits:

- 8-month period, beginning October and ending May
- Works 20 hours/week (weekday, daytime hours; flexible to fit course schedule)
- Tuition remission and health insurance for the appointed period

Requirements:

- Student must be full-time, in good standing with the University, and enrolled in a *Doctoral* program
- Student should be familiar with SPSS, Excel, Access, Indesign, and Banner
- Student should be able to work independently, meet deadlines, and work well with others
- Student must be organized and familiar with the academic structure of the University and the Graduate School
- Student must be able to maintain confidentiality

To Apply:

- Please submit your C.V. and a cover letter by September 25th, 2007 to

Senior Associate Dean Ron Rebore
106 Verhagen Hall
Frost Campus