Position Title: Graduate Research Assistant (2 positions)

Reports to: Kristin Moser, Director

Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 22, 2016 and ending December 16, 2016. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 9, 2017 and ending May 5, 2017. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary is $5000.00 per semester. 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/](http://www.grad.uni.edu/assistantships/)

Position Description:
- The graduate assistant in the Office of Institutional Research & Effectiveness provides research support in the preparation of institutional research reports, internal data reporting and in developing presentations and reports to communicate that information to multiple constituencies. The graduate assistant will also conduct elementary data analyses for research reports related to the various retention related endeavors on campus. The graduate assistant will assist in endeavors such as the National Survey of Student Engagement (NSSE), First Year Only (FYO) program assessment, and the MAP-Works early intervention system, among others.

Qualifications:
- Must be a full-time, degree-seeking student in a UNI graduate program.
- Must be enrolled in 9 graduate credit hours each semester of the 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.
- B.A. degree in Mathematics/Statistics, Social Sciences, MIS preferred.
- Skills and Experiences Required: Excellent analytical skills and attention to detail; excellent written communication skills; ability to prioritize, plan and organize tasks; experience with Excel and Word; ability to maintain strict confidentiality; strong interpersonal and oral/written communication skills.
- Skills and Experiences Preferred: Working knowledge and proficiency in the use of the statistical package SPSS; some work with relational databases such as Microsoft Access.

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/)), a work sample demonstrating your writing/communication skills, and your resume/curriculum vita to Kristin.moser@uni.edu.

Applications received by March 28, 2016 will be given preferential consideration.