

Sponsored Programs Graduate Assistantship

Graduate Assistantship: Start Date May 16, 2017

QUALIFICATIONS

Sponsored Programs is looking for an outgoing graduate assistant. The ideal candidate is tech savvy with the ability to conduct in-depth research in order to understand various areas of science and research compliance issues. Excellent spoken and written communication is a must. Knowledge of Microsoft Office required. Familiarity with Adobe Acrobat, Filemaker Pro, InDesign, Photoshop, and WordPress helpful. Applicants must have a minimum undergraduate GPA of 3.5.

The position is for 20 hours per week for the 12-month year. Assistants must be enrolled full-time during the fall and spring semesters and must take three-credit hours during the summer.

International students may apply for this position.

To Apply

Attach the following to an e-mail message addressed to Jennifer Deering: jdeering@uca.edu.

- Graduate Assistantship Application
- Résumé
- Cover Letter

RESPONSIBILITIES

Coordinate schedule with other GA.

Answer the phone and direct calls or take messages, observing proper etiquette.

Greet visitors enthusiastically and direct them to appropriate offices.

Be familiar with the campus map (particularly where the Provost, President, and Grants Accounting Offices are located).

Deliver documents around campus, considering all delivery requests urgent.

Accurately file Sponsored Programs and Research Compliance files daily.

Enter student opportunities into the STOPS database using FileMaker Pro.

Train faculty to use the GRC's GrantSearch, and SPIN/SMARTS databases.

Train students to use STOPS.

Process Research Compliance (RC) applications and continuing reviews.

Answer faculty and student researcher questions regarding RC.

Update the SPO & RCO websites and databases (Filemaker Pro) as directed.

Clean out and rearrange file cabinets as necessary.

Carry out light housekeeping duties (organizing cupboards, dusting, etc.).

Get water for coffee maker and icemaker.

Assist with setup of workshops and demonstrations.

Work with staff of Graduate School office as necessary.