



## University of Central Arkansas

### Tobacco Settlement Evaluation

#### *Position Announcement: Call for Graduate Assistant*

---

The University of Central Arkansas (UCA) invites applications for a part-time graduate assistant to assist the project director for the Arkansas Tobacco Settlement Commission (ATSC) evaluation project. The position will begin on March 1, 2019 and end on June 30, 2019--at which time the position may be renewed for the following fiscal year.

#### **Overview of ATSC Grant with UCA:**

The ATSC Grant calls for the evaluation services of select UCA faculty who will each write an evaluation of ATSC-funded programs across the state—in quarterly, annual and biennial reports. UCA personnel include two co-PIs and seven program evaluators. A project director oversees data gathering and the writing of evaluation reports by the UCA faculty evaluators, and will compose the final evaluation report to be submitted to the ATSC.

#### **Overview of Position and Responsibilities:**

This position announcement is for a part-time graduate assistant to assist the UCA evaluation project director. The position will require 10 hours a week and will involve travel around the state. Pay for the position will be \$500 a month, paid out bi-monthly, and will include travel reimbursement. The successful candidate will assist in the coordination and execution of gathering testimonials and photographs from ATSC-funded program recipients and health providers. Candidates should demonstrate strong written and verbal communication, interpersonal and organizational skills, and experience with digital photography. Preferred qualifications include familiarity with Microsoft Office and Google Drive applications. The candidate should be enrolled in a minimum of six credit hours (at the graduate level) at UCA.

#### **How to Apply:**

To apply, applicants should submit a letter of interest explaining qualifications, and a résumé to the office of PhD in Leadership Studies, Mashburn Hall 121, 501.852.0912, [phdleadership@uca.edu](mailto:phdleadership@uca.edu). Please submit these materials before Monday, January 25, 2019. As the search narrows, applicants may be asked to supply additional information or for a personal interview.