

Graduate School office

Graduate Research Assistantship: Start Date May 16, 2019

Qualifications: The applicant should possess strong interpersonal, organizational, and communication skills (both oral and written). Candidates must be computer proficient (Microsoft Office and Google apps), enthusiastic, outgoing and willing to learn and take on multiple tasks. Confidentiality, as well as strong attention to detail, is critical in this position. Applicants must meet all eligibility requirements as outlined in the Graduate Assistant Guidelines.

<http://uca.edu/graduateschool/assistantships-student-info/>

The position requires twenty (20) hours of work per week between the hours of 8:00 a.m. and 4:30 p.m. on weekdays. Our graduate assistantship includes a stipend as well as a tuition scholarship for nine graduate credit hours per term. Preference is given to students who can make a two-year commitment to the position.

Duties and Responsibilities: GRAs working in the Graduate School spend the majority of their time engaged in research projects related to graduate education. Although responsibilities vary, they may include:

- Benchmarking various topics and preparing a summary of findings;
- Conducting literature reviews on specified topics;
- Aiding in the process of collecting and analyzing data; and
- Contributing in a meaningful way to the dissemination of results, including co-authoring papers and presentations.

In addition to research responsibilities, GRAs in the Graduate school aid the Graduate School staff with administrative-type responsibilities. Typical responsibilities include:

- Providing support for the Administrative Specialist in the front office - processing mail, answering phones, etc.;
- Assisting Admission Specialists with the preparation of written correspondence to students;
- Assisting the Graduation Coordinator with processing graduation applications, correspondence related to commencement, etc.;
- Assist with the management of the final format review and submission of theses and dissertations; and
- Assist Program Coordinator with various correspondence and data entry.

Attach the following to an e-mail message addressed to ucagradschool@uca.edu with “Graduate School GRA applicant” in the subject line:

- Completed Graduate Assistant Application form found at <http://uca.edu/graduateschool/assistantships-student-info/>
- Cover Letter
- Résumé (with references and their contact information)