Job Description

The graduate research assistant’s tasks are varied and cross multiple disciplines including but not limited to the social sciences, education, statistics, quantitative methodology, and qualitative methodology. The tasks will include: 1) data collection via Survey Monkey, 2) analysis of data via Survey Monkey, Microsoft Excel, and SPSS, 3) interpretation of data via written description and visual representations, 4) creation of conference presentation proposal for the research dissemination, 5) creation of manuscript for the research dissemination. If the conference presentation proposal is accepted, the research assistant should attend the conference and present the research paper with the faculty member. The graduate research assistant’s work will consist of the interpretation of standard policies and procedures that include but are not limited to APA format, IRB adherence, and basic research dissemination protocol to be able to proceed with the appropriate presentation and publication proposals. The graduate research assistant will perform basic office functions that require the following immediate level training, skill or experience: APA format, IRB, Survey Monkey data collection, quantitative and qualitative research procedures, quantitative and qualitative data interpretation and analysis, American Educational Research Association (AERA) Code of Ethics, and AERA Standards for Reporting Research. The research assistant should have completed courses in quantitative and qualitative methods.

Responsibilities

The graduate research assistant will be required to provide specific information about the data in terms of collection, analysis, interpretation, written descriptions, and visual representations. He/she will also need to disseminate this specific information in conference presentations and publications. The graduate research assistant will need to draft replies to inquiries related to the data in terms of collection, analysis, interpretation, written descriptions, and visual representations. He/she will also need to respond to the conference presentation inquiries, journal reviewer and/or editor inquiries, and P-12 field inquiries. The graduate research assistant will need to conduct basic business process tasks such as email, document creation, document analysis, and presentation creation. The graduate research assistant might be asked to work additional hours over the weekend and/or nights if the conference presentation proposals are

accepted for presentations at conferences. The graduate research assistant would benefit from the successful completion of coursework and/or certification in graduate level qualitative and quantitative methods. My former graduate research assistants completed EDUC 750: Research 1: Literature Review, EDUC 760: Research II: Quantitative Research and Measurement, and EDUC 765: Research II: Qualitative Research and Measurement. I believe successful completion of these courses provides a solid foundation for the requirements of this research assistant position.

National Association of Colleges and Employers (NACE) Career Competencies

Critical Thinking/Problem Solving: The graduate research assistant will be required to provide critical thinking/problem solving for specific information about the data in terms of collection, analysis, interpretation, written descriptions, and visual representations.

Professionalism/Work Ethic: The graduate research assistant’s work will consist of the interpretation of standard policies and procedures that include but are not limited to APA format, IRB adherence, and basic research dissemination protocol to be able to proceed with the appropriate presentation and publication proposals.

Oral/Written Communications: The graduate research assistant will need to draft replies to inquiries related to the data in terms of collection, analysis, interpretation, written descriptions, and visual representations. He/she will also need to respond to the conference presentation inquiries, journal reviewer and/or editor inquiries, and P-12 field inquiries.

Digital Technology: The graduate research assistant will perform basic office functions that require the following immediate level training, skill or experience: APA format, IRB, Survey Monkey data collection, quantitative and qualitative research procedures, quantitative and qualitative data interpretation and analysis, American Educational Research Association (AERA) Code of Ethics, and AERA Standards for Reporting Research.

Teamwork/Collaboration: The graduate research assistant will need to draft replies to inquiries related to the data in terms of collection, analysis, interpretation, written descriptions, and visual representations. He/she will also need to respond to the conference presentation inquiries, journal reviewer and/or editor inquiries, and P-12 field inquiries.

Career Management: If the conference presentation proposal is accepted, the research assistant should attend the conference and present the research paper with the faculty member. The graduate research assistant might be asked to work additional hours over the weekend and/or nights if the conference presentation proposals are accepted for presentations at conferences.