

## Now Hiring

# Graduate Student Research Assistant



## Job Description

The Graduate Student Research Assistant will perform independent academic research; write literature reviews and annotated bibliographies on Black/African-American topics. Conduct virtual focus groups. He/she will work closely with the Department Chair on special projects, event programming and data analysis.

## Qualifications

- ❖ Must be a graduate student in good academic standing
- ❖ Strong qualitative research skills
- ❖ Exemplary writing skills
- ❖ **Tech savvy (Microsoft Office, Social Media, Zoom, Photoshop)**
- ❖ Highly efficient, collaborative & organized
- ❖ Excellent communication skills
- ❖ Possess strong self-initiative & ability to multitask
- ❖ Project management and/or event production skills desired
- ❖ Ability to work with minimal supervision and efficiently meet deadlines.
- ❖ Available to work 12-15 hours per week
- ❖ Proficient on both Mac
- ❖ Graphic Design or Photography skills a plus.



## Responsibilities

- ❖ Conduct academic research on Black/ African-American topics
- ❖ Write literature reviews & annotated bibliographies
- ❖ Assist with preparation and editing manuscripts
- ❖ Collect and analyze qualitative data for multiple research projects
- ❖ Assist with project management, event planning and production
- ❖ Maintain accurate records of data
- ❖ Assist with special projects and assignments
- ❖ Attend project development meetings
- ❖ Perform other duties as assigned



DEPARTMENT OF AFRICANA STUDIES  
SANTA SUSANA HALL

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resume, cover letter, and letters of reference.

Department ID: 10174  
Classification II: \$15.00  
Beginning: ASAP  
Ending: May 2021  
(Renewable: year to year)