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. 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
- Highly efficient, collaborative & organized
- Excellent communication skills
- Possess strong self-initiative & ability to multitask
- Exemplary writing skills
- Ability to work with minimal supervision and efficiently meet deadlines.
- Available to work 12-15 hours per week
- Proficient on both Mac & PC (Preferred)

Responsibilities

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

Please apply through Handshake. Handshake is our new career service management system where students can look for jobs on or off campus. Must submit resume, cover letter, and letters of reference.

https://joinhandshake.com

Department ID: 10174
Classification II: $15.00
Beginning: August 2019
Ending: May 2020
(Renewable: year to year)