Open Position: Graduate Assistant for Undergraduate Research and Creativity

20 hours per week (Fall 2015 and Spring 2016)

General Statement of Responsibility:

Assist Undergraduate Research Director, Undergraduate Research Coordinator, Associate Vice Chancellor for Academic Affairs, and Undergraduate Research and Creativity Committee (URCC) with student research and creativity programs including coordinating travel arrangements; assisting with grant cycles; communicating with faculty, staff, and students; creating and maintaining related publications and communications; and other duties as assigned.

Specific Statement of Roles and Responsibilities:

• Help coordinate research events such as UW-L’s Celebration of Student Research and Creativity, National Conference on Undergraduate Research (NCUR), and Posters in the Rotunda and UW-System Symposium. Tasks related to events include: ordering food and supplies, booking transportation, preparing promotional materials, setting up displays, and attending events as necessary.
• Assist with undergraduate research and creativity grant proposal process, including communicating with faculty and students, maintaining spreadsheets, processing award letters.
• Communicate with faculty, staff, and students regarding travel plans, book travel, create travel itineraries, email notifications, and follow up on last-minute details.
• Perform various office duties, such as making copies, drafting promotional materials, creating publications, updating and maintaining the website, maintaining grant accountability spreadsheets and other tasks as assigned.

Qualifications:

• Graduate student (any discipline)
• Exceptional writing and communication skills
• Basic knowledge of and proficiency with office software (Microsoft Office) and equipment
• Strong organizational skills and ability to meet deadlines
• Basic knowledge of HTML, and familiarity with Google Docs

Selection Process:

• Interviews will be conducted by Scott Cooper, Undergraduate Research Director; Chandra Hawkins, Undergraduate Research and Internal Grants Coordinator; and current GA, Maggie McConville.
• Direct any questions Chandra Hawkins, chawkins@uwlax.edu.
Information for SAA Students:

This GA experience will focus on the following ACPA/NASPA competencies:

- Human and Organizational Resources – utilizing networks and partnerships, and resource management
- Assessment, Evaluation, and Research – data collection and analysis
- Ethical Decision Making and Legal Responsibility in Professional Practice

This position is ideal for SAA students interested in the administration and business side of higher education. This GA position also provides opportunities to participate in a self-directed assessment project as well as make valuable connections with other administrative offices, which in the past have led to internships, practica, and other unique opportunities.