**Research and Program Assistant**

**G.A. Position:** Research and Program Assistant

**Department:** Counseling and Development

**Supervisor:** Dr. Michael Ignelzi

**Job Description:**

Graduate Assistants in the Department of Counseling and Development assist professors with research, preparing for classes or projects, recruiting activities, program specific initiatives and other department functions.

**Job Functions/Responsibilities:**

- Graduate Assistants assist professors with research, which may include locating and reviewing research articles, assisting with studies (i.e. survey/instrument dissemination and/or collection, qualitative interviews) and manipulation of data (i.e. statistical analysis, transcription).
- In some instances, Graduate Assistants may be invited to present with professors at conferences or assist with writing materials for publication with appropriate recognition of contributions.
- Graduate Assistants also complete tasks that assist professors with preparing for classes. This may include locating journal articles or books, checking out materials from the library, and preparing for instructional projects.
- Graduate Assistants will also assist with recruiting activities which may include phone calls, interview days and new student orientation.
- Graduate Assistants may assist professors with program specific tasks, special projects (i.e. partnerships with the on campus counseling center, collaboration with agencies, schools or colleges) and/or other department responsibilities.

**Desired Qualifications:**

- Be admitted to the Department of Counseling and Development and have a Q.P.A. of 3.0 or better
- Understanding of, interest in, and experience with research—either or both qualitative and quantitative methodologies
- Competent writing and verbal skills
- Good organizational skills

**Graduate Student Outcomes:**

- Research skills
- Presentation skills
- Computer skills
- Interpersonal skills
Appropriate SRU Graduate Major:

- All Counseling and Development (CDEV) majors: School Counseling, Community Counseling, and Student Affairs in Higher Education

Supervisor’s Expectations:

- Flexible hours, some evenings and weekend days may be required
- Be responsible, creative, show initiative, and be able to work independently
- Good interpersonal skills and ability to collaborate with others

Contact Information:

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