Office of Graduate Admissions
Graduate Assistantship Position Description Form

Department: STEM Undergraduate Research  G.A. Position: STEM Undergraduate Research Assistant
Supervisor: Dr. Deborah Whitfield

Job Description - Present a one paragraph description of the purpose for this position.

The graduate assistant will work under the direction of the Coordinator of the Center for Undergraduate Research for STEM on a variety of projects. The assignments will include administrative help with projects or programs involving faculty and students involved in STEM research. These duties may include: development of web pages and assisting faculty involved in STEM research and conducting surveys of faculty regarding current research activities.

Job Functions/Responsibilities - List the duties this graduate assistant will be expected to perform.

• Assisting with data collection and organization
• Organizing travel and local meetings
• Organizing presentations and ice cream social
• Assisting with the organization of the annual trip to NCUR
• Tracking at-risk students in pilot
• Organizing Spring event for FRAME students
• Assisting, with the creation of grant proposals
• Assisting with Public Relations efforts
• Any other duties as needed by the coordinator

Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.

• Competency in written expression
• Critical thinking skills and ability to coordinate projects with minimal supervision
• Aptitude and/or experience with word processing
• Experience with or willingness to learn excel, database and web page management tools as needed

Graduate Student Outcomes - List the skills/abilities the graduate assistant can expect to learn in this position.

• Responsibility for organization and coordination of projects with minimal supervision
• Demonstrated competence in project coordination is a value to virtually all future employers
• Increased knowledge of computer software that is applicable to most future employment positions

**Appropriate SRU Graduate Majors** – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.

Any, but preferably a STEM area

**Supervisor’s Expectations** – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.

8.5 hours per week for 15 weeks/semester. Exact schedule to be arranged with the supervisor.

**Contact Information** – List where the applicant should send their employment form and resume. This will usually be the supervisor’s address. Include phone, fax and email.

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PLEASE RETURN THIS COMPLETED FORM TO THE OFFICE OF
GRADUATE ADMISSIONS AND YOUR ACADEMIC DEAN’S OFFICE.