

GRADUATE ASSISTANT

POSITION: Research Assistant

SUPERVISING DEPARTMENT: Deaf Studies & Professional Studies, Division

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University.
- Strong written and verbal communication skills
- Ability to work independently with little supervision; be conscientious and reliable, with an aptitude for creative problem solving; and an attitude of mutual respect and collegiality
- Capable of using technological tools such as Excel and basic desktop publishing.

PREFERRED QUALIFICATIONS:

- 1) Ability to communicate using signed language for cursory and assignment specific needs
- 2) Able to work independently and as part of a team.
- 3) Capable of coordinating efforts and collaborate with team members.
- 4) Conscientious, patient, and reliable.
- 5) Excellent interpersonal skills in support of advising and coordinating activities.
- 6) Experience in customer service.
- 7) Ability to set priorities and manage multiple activities.
- 8) Able to produce detailed work with high degree of accuracy.

*** Acceptance into a WOU full -time, approved graduate student program is a condition of employment. The following documents are required prior to hire: Unofficial copy of currently enrolled WOU courses and Copy of the completed GTA Approval Request form.*

Re-appointment must be determined upon continuous enrollment in the graduate program, performance evaluation, as well as student academic standing.

DUTIES AND RESPONSIBILITIES:

Under the direction of the Chair of the Division of Deaf Studies & Professional Studies, and appropriate faculty, this Graduate Assistant will support research of the Division & the Regional Resource Center on Deafness including, but not limited to:

- Assist with grant related research for programs and the center. This will require:
 - Researching grant requirements



- Collecting & analyzing data to support grant applications & justification.
 - Writing literature reviews of existing scholarship for grant applications
 - Establishing templates for data collection and grant data tracking
- Other duties as assigned and appropriate to service of the DSPS division.

HOURS:

Typically, the Graduate Assistant is expected to work the following hours

- Monday thru Friday, with a requirement of 19.6 hours per week (.49 FTE). Shifts may be adjusted in response to periodic need.
- This position may be online or office space in the Richard Woodcock Education Center will be provided.