

# GRADUATE ASSISTANT

**POSITION:** Research Assistant #1

**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 collaborating 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 a high degree of accuracy.

*\*\* Acceptance into a WOU full-time, approved graduate student program is a condition of employment.*

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 the 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 through Friday, with a requirement of 10-19.6 hours per week (.25-.49 FTE). Shifts may be adjusted in response to periodic needs.
- This position may be online or office space in the Richard Woodcock Education Center will be provided.