Position Title: Graduate Research Assistant (RA) for Department of Geography

Reports to (assistantship supervisor): RA reports to a faculty member, to be assigned

Terms of Employment:
- For the fall semester: 20 hours per week (full-time) or 10 hours per week (half-time), beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week (full-time) or 10 hours per week (half-time), beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.
- Specific work hours and duties will be determined in consultation with the Assistantship Supervisor and Graduate Coordinator

Compensation:
- Full assistantship salary is $6,896 per semester (full-time) or $3,448 per semester (half-time).
- Salary will be prorated weekly for late start.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- Graduate College Tuition Scholarships are applied for and awarded separately.
- For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Position Description:
A Research Assistant is assigned to help with research activities in the Geography Department. Examples of RA duties may include:

- Attending lab meetings
- Writing abstracts for conferences
- Writing reports
- Doing literature search
- Writing literature reviews or other parts of manuscripts
- Experiment design
- Collecting, storing and managing data
- Analyzing data
- Identifying appropriate archival materials
- Finding data or other information online
- Presenting data (in written, poster or oral form)
- Overseeing undergraduate research assistants
- Coordinating lab meetings and activities
- Designing websites and online materials related to research
- Conducting field research activities on- and off campus
o Acting as a liaison between department and other organizations (e.g. local businesses)
o Coordinating and applying for funding for conferences
o Helping to write grant applications
o Organizing and maintaining folders or drives that house articles, data, write-ups, etc.
o Monitoring and maintaining equipment and materials
o Completing IRB forms and maintaining and managing regulatory compliance
o Cleaning data
o Coding data
o Coding articles (e.g., for meta-analyses)
o Entering data
o Developing procedural manuals for research-related activities
o Using PSPM (scheduling, crediting, dealing with participant inquiries)
o Recruiting participants
o Collecting data on campus, via the telephone, or elsewhere
o Completing CITI and other training relevant to research
o Conducting interviews
o Responding to participant inquiries
o Helping to implement a community intervention

Qualifications:
- Must be a full-time, degree-seeking student in a UNI graduate program in Geography
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Bachelors degree in Geography or related discipline is preferred.

Application Process and Deadline: To apply email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) and other application documents as specified in the Graduate College and Geography Department websites to Geography Graduate Coordinator - Dr. Andrey Petrov (andrey.petrov@uni.edu). February 1 is the application deadline for full consideration for Fall admission and October 1 for the Spring admission. Late applications may be considered pending availability of funds.