

Department of Geography

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

Reports to: A faculty member, to be assigned

Terms of Employment:

- For the Fall semester 20/10 hours per week, beginning August 25, 2025 and ending December 19, 2025.
- For the Spring semester 20/10 hours per week, beginning January 21, 2026 and ending May 16, 2026.
- Specific work hours and duties will be determined in consultation with the Assistantship Supervisor and Graduate Coordinator

Compensation:

- Graduate Assistantship stipend is **\$3,090** for a half-time appointment (10 hours per week) and **\$6,180** for full-time (20 hours per week) per semester. Pay is biweekly and stipend is prorated depending on start date.
- Graduate Assistants and their spouses may qualify for in-state tuition.
- Graduate Assistants may receive University holidays and do not work during the interims between semesters.
- Graduate Assistants may receive Tuition Scholarship that is awarded separately upon GA's application.
- For more information regarding Graduate Assistantship procedures review <https://grad.uni.edu/faq-grad-assistantship-tuition-scholarship>.

Primary Responsibilities:

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

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| • Attending lab meetings | • Finding data or other information online |
| • Writing abstracts for conferences | • Presenting data (in written, poster or oral form) |
| • Writing reports | • Overseeing undergraduate research assistants |
| • Doing literature search | • Coordinating lab meetings and activities |
| • Writing literature reviews or other parts of manuscripts | • Designing websites and online materials related to research |
| • Experiment design | • Conducting field research activities on- and off-campus |
| • Collecting, storing and managing data | • Coding articles (e.g., for meta-analyses) |

- Analyzing data
- Identifying appropriate archival materials
- Acting as a liaison between department and other organizations (e.g., local businesses)
- Coordinating and applying for funding for conferences
- Helping to write grant applications
- Organizing and maintaining folders or drives that house articles, data, write-ups, etc.
- Monitoring and maintaining equipment and materials
- Completing IRB forms and maintaining and managing regulatory compliance
- Cleaning data
- Coding data
- Entering data
- Developing procedural manuals for research-related activities
- Using PSPM (scheduling, crediting, dealing with participant inquiries)
- Recruiting participants for projects
- Collecting data on campus, via the telephone, or elsewhere
- Completing CITI and other training relevant to research
- Conducting interviews required by projects
- Responding to participant inquiries
- Helping to implement a community intervention

General Qualifications:

- Must be a full-time (enrolled in at least 9 eligible credits), degree-seeking student in a UNI's graduate program. Online students do qualify for assistantships.
- Be regularly admitted without provisions to degree status in an eligible graduate degree program.
- Maintain a cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 2.75.
- Have an official transcript on file in the Office of Admissions and be fully declared in their graduate major before the start of the assignment.
- Must meet and complete I-9 eligibility to work in the United States.
- See detailed eligibility on <https://grad.uni.edu/faq-grad-assistantship-tuition-scholarship>.

Preferred 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 2.75.
- Bachelors degree in Geography or related discipline is preferred.

Application Process and Deadline:

To apply, submit the [Assistantship application form](#). Attach: 2-page essay, 1-page resume, 2 letters or recommendation, a cover letter (optional), plus additional language document required only for international students. The contact receiving your submission is Geography Graduate Coordinator – Dr. Bingqing Liang (bingqing.liang@uni.edu).



Applications received by **February 1** will be given full consideration. Late applications may be considered pending availability of funds.

UNI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to any basis protected by federal and/or state law.