

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 26, 2024 and ending December 20, 2024 (dates might vary upon approval of the academic calendar).
- For the Spring semester 20/10 hours per week, beginning January 21, 2025 and ending May 16, 2025 (dates might vary upon approval of the academic calendar).
- Specific work hours and duties will be determined in consultation with the Assistantship Supervisor and Graduate Coordinator

Compensation:

- Graduate Assistantship stipend is **\$3,000** for a half-time appointment (10 hours per week) and **\$6,000.00** for full-time (20 hours per week) per semester. 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:

- Attending lab meetings
- Writing abstracts for conferences
- Writing reports
- Doing literature search
- Finding data or other information online
- Presenting data (in written, poster or oral form)
- Overseeing undergraduate research assistants
- Coordinating lab meetings and activities

- Writing literature reviews or other parts of manuscripts
- Experiment design
- Collecting, storing and managing data
- 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
- Designing websites and online materials related to research
- Conducting field research activities on- and off-campus
- Coding articles (e.g., for meta-analyses)
- 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 residential graduate program.
- 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.
- Must meet UNI's HRS employment eligibility.
- 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: resume, 2 letters or recommendation (optional), and a cover letter (optional). Direct your application to 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 actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.