

University of Northern Iowa

Department of Geography

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 23, 2021 and ending December 10, 2021. 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 10, 2022 and ending May 6, 2021. 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 \$7,188 per semester (full-time) or \$3,520 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:

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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 | |
| ○ 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
- 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
- Collecting data on campus, via the telephone, or elsewhere
- Completing CITI and other training relevant to research
- Conducting interviews
- Responding to participant inquiries
- 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 UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
- 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 application documents as specified in the Graduate College and Geography Department websites to Geography Graduate Coordinator - Dr. James Dietrich (james.dietrich@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.