Graduate Assistantship in Child & Family Development

Job Description for Graduate Assistantship:
The Graduate Assistant will assist in all aspects of planning, implementation, and coordination for activities supporting projects directed by Dr. Katy Gregg in Child and Family Development, School of Human Ecology. This includes primarily research related to the Savannah Early Childhood Foundation.

Basic Responsibilities:
• Assist in qualitative and quantitative data entry and analysis as directed by PI.
• Create research summaries based on best practices in family life education, community engagement and early learning.
• Attend and observe at Early Learning College/Parent University events on Saturdays in Savannah as needed.
• Attend research meetings.
• Other duties as assigned.

Minimum qualifications:
• Bachelor’s Degree in Child & Family Development, Social Sciences, or Education (other majors would be considered if completing a graduate degree in similar fields as listed)
• Ability to work with diverse families
• Culturally responsive
• Strong written communication skills
• Experience with Microsoft office software: word, excel, powerpoint and publisher

Desired qualifications:
• Experience with quantitative and/or qualitative research projects
• Experience with SPSS and/or Atlas.ti (or similar software)
• Strong oral communication skills
• Previous experience with children and families, particularly families of young children

Anticipated activities associated with assistantship:
• Complete CITI training
• Enter participant data into database maintaining confidentiality and human subjects protocol
• Analyze transcribed interviews with family members and leaders who have participated in SECF events
• Research and summarize best practices through peer reviewed publications that are tied to the work of SECF including but not limited family life education, community engagement, school-community partnerships, kindergarten readiness, parenting behavior change, and other relevant topics
• Attend SECF events in Savannah as needed to observe, document or support SECF research and projects (held on Saturday mornings-student may be required to provide their own transportation)
- Support in writing and editing articles for publication
- Assist in planning for future research projects and/or grant funding

When appropriate, the graduate assistant may also work with their supervisor to support teaching, learning, and projects related to early learning and child and family development.

**Stipend and time requirement:** $775 per month; 20 hours per week for 5 months

Please send resume, cover letter or detailed email noting relevant experience, and a relevant writing samples to Dr. Katy Gregg at kgregg@georgiasouthern.edu