Graduate Assistant for Spring 2018  
School of Human Ecology  
Department of Fashion Merchandising and Apparel Design

Job Description
The Graduate Assistant will assist Dr. Seifert with research and teaching related tasks for the Spring 2018. The graduate student works 20 hours a week. The Graduate Assistant will actively support Dr. Seifert in her research relating to consumer behavior, marketing, social psychology and design as well as in her teaching.

Job Specifications/Qualifications
• Prior graduate assistant experience is strongly preferred.
• Enrolled in Psychology or Social Science with a Master or Doctor strongly preferred.
• General statistic skills required.
• General knowledge of quantitative and qualitative research methods required.
• Knowledge in Experimental research design strongly preferred
• Ability to work with Qualtrics and SPSS.
• Must possess strong communication, organizational and interpersonal skills, flexibility, professionalism, and research skills.
• Ability to work on multiple task simultaneously.
• Outstanding oral and written communication skills
• Committed to education, teaching, and research.
• Academic requirements:
  ○ Unconditionally accepted into a Graduate School Program; and a Cumulative GPA 3.0

Duties and Responsibilities include:
The Graduate Assistant is expected to maintain contact with Dr. Seifert and meet once or twice on a weekly basis, or more often as needed in some instances.

Duties and responsibilities related to Teaching may include:
• Assist with grading related tasks
• Assist with attendance and maintain a detailed record.
• Maintain a level of confidentiality, professionalism and equality at all times.
• Assist with preparation of course content
• Assist with creation of assignments or in-class activities.
• Perform any other duties as requested by Dr. Seifert that relates to her teaching.
• Assist with organizational tasks.
• Assist with Folio related tasks.

Duties and responsibilities related to Research may include:
• Assist with creating questionnaires in Qualtrics
• Assist with researching appropriate scale items to measure variables through quantitative data.
• Assist with conducting statistical analysis in SPSS.
• Perform any other duties as requested by Dr. Seifert that relates to her research.
• Submit a weekly report to Dr. Seifert via weekly meetings.