Curriculum Foundations and Reading

Graduate Assistant Position Description

The department of Curriculum, Foundations and Reading is seeking a graduate assistant to work with departmental faculty on a variety of tasks. Duties may include, but are not limited to, the following:

- Locate research materials to support faculty research and grant-writing efforts.
- Collect and analyze data for faculty research projects.
- Transcribe qualitative interview data.
- Assist faculty with editing/proofreading.
- Assist faculty with their undergraduate courses (e.g., organization of materials, light grading, etc.).
- Other research activities and special projects as needed.

Student must be proficient with Microsoft Office software applications (Word, Excel, PowerPoint), and basic computer skills. Good writing, interpersonal skills, and professional dispositions are required. Knowledge of GALILEO, familiarity with APA reference style, SPSS software, and web page development would be assets.