Summer 2018 Graduate Assistant Announcement
School of Human Ecology, Interior Design Program

Job Description
The Graduate Assistant will assist Dr. Scott with research and teaching related tasks for the Summer 2018 Term A. The graduate student works 20 hours a week. The Graduate Assistant will actively support Dr. Scott in research relating to social and psychological aspects of the built environment specifically focusing on well-being in interior environments and the effect on human occupants. In addition the candidate will assist in teaching responsibilities.

Job Specifications/Qualifications:
- Prior graduate assistant experience is strongly preferred
- Preferred enrollment in Sociology, Anthropology, Psychology or Social Science
- General knowledge of quantitative and qualitative research methods required
- Preferred experience with Nvivo and SPSS (or similar programs)
- Must possess strong communication, organizational, interpersonal skills, and research skills
- Must be professional and flexible to work on multiple tasks
- Outstanding oral and written communication skills
- Experience creating graphs, charts, and tables in Microsoft Excel or similar programs
- Access to a computer with internet capabilities
- Familiar with Microsoft Office and Google word processing and spreadsheet programs

Academic requirements:
- Unconditionally accepted into a graduate school program; and has a cumulative 3.0 GPA

Duties and responsibilities
The Graduate Assistant is expected to maintain contact with Dr. Scott and meet once a week or more as needed. Meetings will typically be in video chat format.

Duties and responsibilities related to teaching:
- Assist with grading related tasks
- Assist with attendance and maintain a detailed record
- Maintain 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. Scott that relates to teaching
- Assist with organizational tasks
- Assist with Folio related tasks
Duties and responsibilities related to research:
- Qualitative data analysis
- Quantitative data analysis
- Literature research
- Writing literature reviews
- Drafting manuscripts

For inquiries contact:
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