



JOB POSITION ANNOUNCEMENT: Graduate Research Pool Assistantship

Semester: Fall 2019

Appointment Dates: September 1, 2019- January 15, 2019

GRA positions are filled on a semester basis. Employment for one semester does not guarantee employment for future semesters.

Hours and Compensation: 10 hours per week at \$15 per hour for 15 weeks (\$2,250 total per semester for 150 hours total).

As part of the Office for Research & Faculty Affairs (ORFA), the Graduate Research Assistant (GRA) Pool supports all aspects of research for the School of Social Work (SSW)'s faculty and staff. Pool GRAs work under the supervision of the Social Science Research Associate, who will assign individual tasks or coordinate assignments, based on research needs. **Students applying for this position should have an interest in Social Work Research.** Job duties and work schedules will vary depending on the needs of the faculty and ORFA. Candidates must be flexible, highly motivated, and able to work independently or collaboratively on tasks as needed.

Note: *This position is separate from those supported by individual faculty members that hire students with independent funding for specific research projects.*

Job Duties (may include but are not limited to):

- Writing research reports
- Assisting with grant proposal writing and/or review
- Collecting articles for or writing literature reviews
- Completing data entry/data analysis using SPSS, Excel, or other statistical software
- Researching online (e.g., costs for budget purposes, policies and procedures, etc.)
- Creating transcriptions
- Giving presentations
- Planning events
- Participating in the annual Student Research Showcase
- Developing marketing materials (e.g., infographics or posters)
- Completing general office duties (e.g., filing and organizing)

Eligibility Requirements:

- Have been accepted into the School of Social Work's MSW program
- Have a minimum cumulative GPA of 3.0
- Have completed SOCW 5322 or have comparable research experience
- Be enrolled in a minimum of 6 credit hours for the Fall semester
- Be proficient in Word and Excel
- Be proficient in SPSS/Data Entry (*preferred - not required*)
- Be willing to work a varying schedule, which may include weekend and evening hours
- Be willing to provide a writing sample if selected for interview
- Complete the UTA hiring process, including (but not limited to) successfully passing a criminal background check

To Apply: Please complete the online [GRA Application form](#), attach a current resume, and provide a faculty letter of reference. Office for Research and Faculty Affairs staff will contact you via your UTA e-mail address if you are selected for an interview.

Please direct questions about the position to Gretchen Ward at gretchen.ward@uta.edu.