OPEN POSITION: GRADUATE ASSISTANTSHIP POSITION

Position Requirements: half-time 0.5 Graduate Assistant (GA) needed for the Higher Education Department (2 positions will be hired)

Work Commitment: 0.5 (half-time) GA is required to work 10 hours per week under the direction of the Supervisor.

Pay and Benefits: This 0.5 GA position receives tuition waiver and stipend. 2015/16 academic year tuition waiver benefit is $14,388 = 12 credit hours (appointment is for Fall, Winter and Spring quarters) and a minimum stipend of $7,250 (paid monthly). Note: If you receive an assistantship, Dean’s Scholarship award will be reduced by the amount of the assistantship tuition waiver.

Supervising Faculty: Dr. Judy Marquez Kiyama, Assistant Professor

JOB DUTIES:
The graduate assistantship is a position charged with supporting faculty productivity and excellence in research, teaching, and service. As such, all responsibilities and tasks should generally be linked to outcomes associated with the faculty member’s success as a scholar. The graduate assistantship is also an opportunity for students to become socialized into the work of academe while further developing and refining their skills in research, teaching, and academic engagement. Primary responsibilities include office support such as updating, managing, and maintaining literature, research, and personnel files, research/project support such as literature reviews, data collection, data analysis, and writing research reports and grant proposals, instructional support such as managing online instructional software (i.e., Canvas), preparing materials for class, and editing syllabi, other tasks, as assigned, such as proofreading manuscripts, transcription, and general HED event/program planning support.

Additional specific roles and responsibilities, including required knowledges, quantity and quality of work, and norms for communication/interpersonal relations will be provided by specific supervisor.

Required Qualifications:
Education: Preference will be given to continuing students in the Higher Education PhD Program.

Special Knowledge, Skills, and Abilities:
- Research literatures related to higher education and postsecondary access and success. Applicants with a demonstrated desire to learn aforementioned research literatures also will be considered.
- Qualitative and quantitative research methods
- Online, desktop, software, and hardware used in distance learning, qualitative data management, video and audio files, MS Office, and Zotero.
- Online and in-house library resources (e.g., ERIC/Google Scholar).
- APA writing style, Chicago writing style, and general American English grammatical standards; familiarity with writing resources (e.g., Strunk & White).

TO APPLY: Send an email with professional letter of application and your resume or CV to: judy.kiyama@du.edu

Deadline to Apply: Applications are being reviewed for academic year 2015/16 appointment. Fall 2015 quarter starts Monday, September 14, 2015. Applications will be considered until the position is filled. Interviews may be conducted in person or via Skype for out of town students.

Additional Information: You may be expected to work during all weeks the University is open. All work hours and schedules will be coordinated and agreed upon with the Supervisor. Please see the 2014/15 Graduate Assistant Handbook for further information.