

Information for Research Assistant Posting

Research Assistant
Graduate College

Position Summary:

- This Research Assistant (RA) appointment will be from January 5, 2026 to July 24, 2026, with a stipend of \$10,685.
- The chosen candidate will be eligible as a Research Assistant to receive a Tuition and Fee Waiver Scholarship (TFW). The TFW covers up to 15 graduate credit hours in the semester and the related Student Services Fees. The maximum number of graduate credits covered by the tuition and fee waiver scholarship cannot exceed 10 percent beyond the minimum credit hour requirements of the degree program. The TFW does not cover differential tuition rates, program fees or other enrollment fees assessed for individual courses.

Description

The Research Assistant assists the Dean of the Graduate College in conducting scholarly research and data on graduate education issues. Working under general supervision, this role provides essential research support and protocols, and performs other supportive duties as assigned.

Position Responsibilities:

- Research Support: Conduct scholarly research on graduate education issues. Document research accurately.
- Data Management: Assist with data collection, data entry, and analysis.
- Professional Development: Participate in meetings and training sessions as required to assist the Dean of the Graduate College in the completion of projects.

Education and/or Experience

- Education: Currently enrolled in a graduate program

Skills, Proficiencies, Other Requirements

- Prior experience in quantitative or qualitative research is desired and preferred.
- Must be data-driven.
- Must have a curiosity for understanding how things work and how to solve puzzling practice problems.
- Ability to learn new skills and advance that knowledge base.
- Strong organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously.
- Proficient in Microsoft Office and data management and analysis software.
- Attributes: Excellent communication skills, both verbal and written. A proactive, collaborative team player who is committed to advancing graduate education.

How to Apply:

Interested candidates should submit the [Graduate Assistantship Application Form](#), including the items listed below. Applications without all the required elements will not be considered.

1. Resume, and
2. Cover letter addressing how you specifically meet the position responsibilities, educational requirements, and skills/proficiencies.

Please combine all in one file.

Submit the Graduate Assistantship application and the above required documents to Dr. Johannes Strobel, Dean, Graduate College, using this OneDrive link: [Research Assistantship application, resume and cover letter - one document here](#). **REMEMBER to upload as ONE file only.**

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