POSITION ANNOUNCEMENT

West Virginia University Extension Service

Position Title: **Graduate Assistant**
Evaluation and Research

Location: WVU Extension Service
Administrative Unit
814 Knapp Hall
Morgantown, West Virginia

Scheduled Hours: 20 hours per week

Last Day to Apply: May 18, 2012

Period of Position: August 20, 2012 — May 15, 2013

Major Responsibilities: The primary purpose of this position is to work in the areas of research and evaluation. Duties include:

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- Report to the Evaluation Specialist for Extension
- Work with county Extension agents, specialists, and Extension teams on database creation, data entry and analysis
- Generate statistical reports when requested
- Work with Assistant Director of Resources for Extension on research related projects that may include literature reviews, grant preparation, web searches, etc.

Qualifications:

- Strong skills in statistical analysis
- Problem-solving skills
- Oral and written communication skills
- Data processing skills
- Ability to work with individuals and groups; ability to work independently

Educational requirement:

Applicant must be accepted in a master's program in the area of:

- Sociology
- Public Administration
- Social Work, Psychology
- Education
- Community Health
- or, other relevant discipline.

Freedom of Action:

Extensive communication between supervisor and this position ensures the Graduate Assistant of the appropriate balance of support and independence. If any problems arise, the Graduate Assistant asks their supervisor's authority to handle such difficult situations. The guidance and review given by the supervisor to this person is limited since it is expected that the graduate assistant assumes leadership and responsibility for designated project tasks.

How to Apply:

If you meet the stated requirements and would like to be considered for the position, submit all of the following information by the closing date of May 18, 2012:

- Cover letter
- Resume
- Letter of acceptance in a graduate program
- Three reference (including address, e-mail, phone and fax numbers)
- All application material must be in electronic submissions in Word format. Send to EHRRecruitment@mail.wvu.edu.

Questions about the position:

Call Allison Nichols at 304-293-8643

Note:

It is the policy of WVU that a graduate student may hold no more than one graduate assistantship at a time. Thus, if you are a candidate for another WVU assistantship, you will be permitted to hold only one. It is also understood you will be enrolled for at least 9 (nine) hours of graduate study for each semester of this appointment.

Social Justice:

The incumbent in this position is responsible for fulfilling the legal and moral mandates of appropriate laws and University policies regarding civil rights compliance, the Americans with Disabilities Act, and related social justice issues.

Equal Employment Opportunity:

West Virginia University is an Equal Opportunity Employer and applicants will be considered solely on the basis of individual qualifications and merit without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and material or family status. Minorities, persons with disabilities, females and other protected class members are encouraged to apply.

Consistent with the Americans with Disabilities Act applicants needing reasonable accommodations during the employment process should advise as necessary.