GRADUATE ASSISTANT POSITION ANNOUNCEMENT

West Virginia University Extension Service

Position Title: **Graduate Research Assistant**
Associate Provost's Office

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

Scheduled Hours: 20 hours per week

Last Day to Apply: **May 31, 2013**

Period of Position: August 19, 2013 – May 15, 2014

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

Duties:

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

Qualifications:

- 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 relevant areas of study, including but not limited to:

- Sociology
- Public Administration
- Social Work
- Psychology
- Education
- Community Health

Stipend:
$12,400.00 for 9 months (Fall term 2013 and Spring term 2014) plus tuition waiver and basic health insurance. Position begins August 19, 2013 and, assuming positive performance, is expected to continue through the 2013-2014 academic year. There is potential for subsequent renewal contingent upon continuing funding, need, eligibility, and excellent performance.

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 :

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

For inquiries, call:
Amy Diznoff at 304-293-4554

Questions about the position:
Call Allison Nichols at (304) 293-8643

Policy & Expectations:
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.

- Maintain a minimum of 20 in-office hours per week. Office hours are typically 8:15 am – 4:45 pm Monday through Friday but occasionally tasks need completed outside standard work times.
- Maintain a fulltime student status and a 3.0 GPA

Holiday Breaks: http://benefits.hr.wvu.edu/employee_holiday_schedule

Off: University holidays
Off: Thanksgiving Week
Work one week after finals week
Return one week before the spring semester
Off: Spring Break Week

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.