



The Graduate School
616-331-7105
www/gvsu.edu/gs

Title: Nursing Grants and Simulation Graduate Assistant (1)

Terms: A 9-month full-time position (20 hours/week) provides 30 weeks (600 hours total) with a \$4000 stipend per semester, 9 credit hours of tuition waiver per semester, and free parking for the Fall and Winter semesters. Full-time students will be eligible to apply for the position.

Employment dates: August 26, 2024 - April 26th, 2025

Responsibilities:

GA position will support nursing faculty grants and simulation research in carrying out various research-related activities for simulation and/or grant-funded activities. Responsibilities will include but not be limited to (primary responsibilities in **bold**):

- **50-60%:** Perform routine tasks in an academic research environment and assist faculty in grant activities.
 - Assist with literature review, special projects, pulling data, and scheduling/coordinating meetings.
 - Assist in conducting research including data collection, cleaning, and compilation. This may include conducting focus groups, surveys, or other evaluation tools.
- **5%:** Attends the majority of research and grant team meetings, assistance with meeting minutes, and note-taking.
- **5-10%:** Planning and dissemination of grant activities including opportunities for poster and podium presentations, manuscript development, and other aspects of dissemination.
- **20-25%:** Collaborating with community partners to support the work of the grant including preparation of materials for meetings.
- **1%:** Assisting with preparation for new grant funding proposals based on research findings and progression of the work.

Qualifications:

Individuals interested in this position must:

- ❖ be fully admitted to a graduate degree program, be in good academic standing, and have at least one year remaining in graduate studies.
- ❖ be self-motivated, with a high level of responsibility to complete tasks promptly and make significant progress with minimal supervision.
- ❖ be competent with Google Suite and Microsoft Office applications.



- ❖ have strong verbal and written communication skills and the ability to work as part of a team or independently.
- ❖ be a GVSU student enrolled in at least 9 credits.
- ❖ have transportation or access to public transportation.
- ❖ be familiar with FERPA and student confidentiality regulations.
- ❖ Human Subjects Research/CITI training within 2 weeks of hire.

Preferred experience:

- ❖ Preference for health professions, social work, or education majors.

Positions may be opened to students in the College of Health Professions, Nursing, College of Education, School of Psychology, Social Work, and College of Education and Community Innovation.

Workstation: This position will include work with faculty from the Kirkhof College of Nursing located at the Cook-Devos Center for Health Sciences/Devos Center for Interprofessional Health. Office space will be available at the downtown GVSU Health Campus buildings for a GA as needed. Many duties may be completed remotely other than attendance at meetings and events. There are computers available for research assistant use in the Center for Nursing Research with attached printers as needed. Key card access to buildings and centers for nursing research will be provided to the GA.

Orientation: Dr. Quick will orient students to their roles and the respective research projects in the first two weeks of their start date. Expected completed activities during the orientation will include:

- Completion of mandatory orientation provided by the Graduate School, held on Friday, August 23, 2024, 3:00-4:00pm in Loosemore Auditorium on the Pew Campus
- Human Subjects Research/CITI training within 2 weeks of hire.
- Meetings and introductions with grant and research team members and other relevant team members and faculty.
- Tour of Cook-Devos Center for Health Sciences (CHS), Devos Center for Interprofessional Health (DCIH), nursing offices, and Center for Nursing Research and Simulation Center.
- Completion of relevant hiring paperwork including access keycards to relevant nursing offices and CNR needed to carry out duties.

Supervision: The GA will be supervised by Dr. Christina Quick and/or collaborating research and grant faculty or staff. The GA will receive a performance review and guidance as appropriate after 30 days, 3 months, and 6 months, after the position and as needed or requested. Performance reviews will include timely feedback on the quality of work, areas of excellence, and opportunities for improvement including reflections on GA time management, reliability, initiative, and proactivity. Feedback regarding communication and collaboration or teamwork will be integral to this continuing work. GAs will also be encouraged to develop their own scholarship goals and commit to



professional development while working with research and grant teams. Feedback will provide constructive and supportive input offering positive feedback and growth opportunities, ensuring open communication and a clear understanding of expectations and professional goals.

Selection Process: Interested candidates should submit a cover letter, resume/CV, application form, and reference letters. GAs will be screened by Dr. Quick and available research/grant team members to consider eligibility for interviews. All applicants who meet the above qualifications will be contacted by email to schedule an interview with the faculty researcher(s). References may be requested following formal interviews and before offering the position.

Contact Information:

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