GRADUATE ASSISTANT JOB DESCRIPTION

McCrea/Busman

***Project Description***

This current research project is the latest in a series of studies that grows out of the increasingly competitive market for placing student teachers in West Michigan.

In this competitive market for placements, it is the goal of the College of Education that all student teachers reach an optimum level of preparation.

This research project aligns to the InTasc Standards which support teacher preparation. Specifically this project provides a means of determining the potential effectiveness of a student teacher placement. It addition, it will provide information on the variables that affect student teacher placement and the effects that student teachers have on student learning in the K-12 classroom.

**Title**: Research Analyst in Teacher Education

**Terms**: This position is full time (20 hours per week) beginning in August and ending in May.

**Position Description**: The major responsibilities of the position will involve all aspects of the student teacher placement research project including, but not limited to, data analysis and interpretation, conducting a literature review; helping to develop future studies; implementation of future studies and developing recommendations for the College of Education. In addition, the graduate assistant will be involved in submission of results for publication in peer reviewed journals.

**Qualifications**: Must be enrolled in a graduate program at GVSU for a minimum of nine credit hours per semester. Preference will be given to applicants enrolled in the College of Education with a background in statistical design and analysis. However graduate students from other programs will be strongly considered if they have the appropriate skills and qualifications. Computer proficiency and writing skills are expected. The ability to organize work time, manage projects, and work effectively in a team environment is essential. **The graduate student MUST be able to spend 20 hours per week on site in the Teacher Preparation Offices.**

**Work Station**: An equipped work station will be provided in the Teacher Preparation Offices on the 3rd floor of the DeVos Center. In addition, the graduate assistant will work in a variety of settings that include faculty offices; the university library; and in their own home.

**Orientation and Supervision**: Dr.’s Linda McCrea and Douglas Busman will orient and supervise the graduate assistant. In addition, the COE will explain payroll forms and procedures. Either Dr. Busman or Dr. McCrea will meet with the graduate assistant each week to receive weekly updates on activities and to offer guidance.

**Renewal**

This position is non-renewable and involves the non-recurring special project described above.

**Essential Job Functions**

* Present a positive and professional image, that expresses the College of Education’s mission, vision, values, and ends to the community, our students, visitors, and colleagues.
* Be familiar with research methods and designs such as qualitative, quantitative, surveying, interviewing, and textual coding.
* Have statistical competencies in relation to educational research and collaborate when necessary with the Statistical Consulting Center located at MAK: A-1-178.
* Accuracy, intuitiveness, and confidentiality for research material.
* Regularly checking voicemail, email, and telephone for work functions.
* Participation in core College of Education colloquiums, such as the monthly General Assembly meeting.
* Prioritize work effectively to ensure that tasks are completed within assigned deadlines.

**Job Specifications:**

Education

* An accredited bachelor’s degree is required for this position.

Experience

* A background in statistics, writing, and/or educational research is highly recommended, but not required.

Skills

* Excellent writing/typing skills for emails, reports, project summaries, and publications.
* Excellent organizational skills, ability to prioritize, and complete tasks in a timely manner.
* Excellent proficiency in verbal, written, and interpersonal communication skills Demonstrated initiative and problem-solving abilities and be able to demonstrate initiative and resourcefulness.
* Computer skills in Microsoft Office (MS Word, Excel, Access, PowerPoint) and NVivo 10 (opportunity for training in NVivo will be provided).

Learning Outcomes

* The graduate student will gain proficiencies in evaluation, assessment, and research.
* The graduate student will demonstrate how educational research impacts the internal department and external community.
* The graduate student will learn to work in, and navigate through, the complexities of university department.
* The graduate student will gain improved verbal and written communication skills specific to stakeholders in the education field.
* The graduate student will gain an appreciation for how research innovates and modifies policies and procedures.