

Grand Valley State University
College of Education and Community Innovation
Graduate Assistant
Literacy, Educational Foundations, and Technology Department

Title

Literacy, Educational Foundations and Technology Graduate Research Assistant

Terms

This position is an academic year full-time (20 hours per week) graduate assistantship. The position includes a \$6,500 stipend and tuition waiver up to 9 credits per semester for the fall and winter semesters. Contract dates are August 25, 2025 – May 2, 2026.

Responsibilities

This GA will support all faculty members in the Literacy, Educational Foundations, and Technology unit.

Work with faculty on various aspects of scholarly projects as needed, including: (100%)\

- Use GVSU library databases, Google Drive, Qualtrics, and Excel
- Searching for information, writing literature reviews, developing and distributing surveys, transcribing audio materials, coding data, data management, and quantitative and/or qualitative data analysis

Qualifications

Required Skills

- Fully admitted to a graduate degree program at GVSU and in good academic standing, i.e. must have, and maintain throughout length of GA contract, a 3.0 or higher GPA
- Strong background or interest in teacher education or closely related field
- Skilled in searching for literature on different topics
- Skilled in writing literature reviews
- Strong oral and written communication skills
- Detail oriented and able to handle multiple tasks
- Effective organizational skills
- Able to work efficiently with little supervision
- Ability to develop timelines and meet deadlines
- Conscientious

Desirable Skills

- Knowledge of Qualtrics
- Demonstrated interest in teacher education

Workstation/Desk

The graduate assistant will work in the College of Education and Community Innovation and share a workstation, which is complete with phone and technology, with other graduate assistants.

Orientation

The GA will be required to attend the Graduate School's mandatory New GA Orientation on Friday, August 22, 2025, 3:00-4:00pm in Loosemore Auditorium on the downtown Pew campus.

The first activity assigned will be the Responsible Conduct of Research training required of all graduate students prior to engaging in any research activities. Dr. Mary Bair will work closely with the graduate assistant to ensure they understand the policies, practices, and procedures of the department and of the research projects.

Supervision

The graduate assistant will be supervised by Dr. Mary Bair. The supervisor will be available to answer questions for the graduate assistant as they arise, as well as provide more in-depth training when needed. The graduate assistant will meet with the supervisor regularly to discuss issues, answer questions and review the progress of goals. The performance of the graduate assistant is evaluated at the end of each semester.

Selection Process

Candidates are invited to apply for this position by submitting application materials via Workday. Applicants should send a cover letter, three letters of reference, a CV, and a writing sample. This position will be open to graduate students pursuing their master's degree at Grand Valley State University. The position will be posted on Workday, the Graduate School's GA Job Openings webpage, and notification of the opening will be emailed to faculty and staff in the College of Education and Community Innovation. Dr. Mary Bair will screen applications, interview candidates, and select the appropriate candidate for the position.

Contact Information

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Please apply via Workday, not via email.