



Research Assistant

Department of Educational Policy and Leadership

General Description

The Graduate Research Assistant will be assigned to assist one faculty member in the College of Educational Policy and Leadership on his/her research. The assistantship is an academic year appointment that requires 10 hours per week. The research assistant reports directly to the faculty member to whom he/she is assigned. For this position, preference will be given to applicants with knowledge of and experience with quantitative and/or or qualitative research methods. Efforts will be made to match the research assistant's background, interests, and research experience to a faculty member with similar interests and needs.

Specific Responsibilities (Depending on the faculty assignment can include any or all of the following):

- Help organize, coordinate research projects, including the management of data collection
- Conduct literature searches; obtain books, journal articles, and/or digital materials for literature reviews
- Write literature reviews
- Contact and/or interview research subjects; tape record interviews
- Transcribe interviews
- Collect research data, as directed
- Electronically enter qualitative and/or quantitative data, as directed
- Assist with data analysis (quantitative or qualitative)
- Assist with the editing and preparation of manuscripts for publication
- Assist with the editing and preparation of conference and/or grant proposals
- Assist with the preparation of presentation materials/handouts for conference presentations and/or teaching

Qualifications

- Currently enrolled (or accepted for enrollment) in a Marquette EDPL graduate program.
- Strong academic background with some experience in research (either qualitative or quantitative methods)
- Strong oral and written communication skills
- Interest in research and an openness to learning and/or expanding knowledge of research methods

Remuneration

- \$6600 stipend for 9-month term
- Tuition scholarship of 9 graduate credits from the College of Education
- Health insurance (half of the premium)