

Graduate Assistant Job Description

The Management Department would like to hire a graduate assistant to assist department members with their scholarly activities. A successful applicant will perform the following duties and will report directly to the Management Department Chair.

- Conduct literature search under faculty supervision
- Read and summarize research articles related to a faculty member's research topic
- Conduct internet searches in order to help faculty members define research topic(s)
- Create spreadsheets to help faculty analyze and summarize research data
- Assist faculty members conduct qualitative and survey research
- Assist faculty members edit drafts of research papers
- Other duties at the discretion of the Department Chair
- Other Department activities at the discretion of the chair

The applicant should possess the following skills/abilities:

- Work well independently
- Good knowledge of excel and word
- Skilled at navigating the internet
- Good writing skills
- Good problem solver

For additional information, please contact:

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