Position Title: FYI Research Assistant  
Department: First Year Initiatives Program  
Hourly Rate: $7.75  
Supervisor: N.Gummer/T.Leopold  
Work Location: Varies  
Account Number: 01-18001-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 1

Work Schedule
A student in this position can expect to work ___ hours per day, ___ hours per week.
The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday ☒ any day of the week.
Hours are available during the following times of the day: varies.

Department/Position Overview
This is not a regularly scheduled position, but a position hired on an as-needed basis. It is usually dependent on a particular project involving either assessment of our program or research into other programs. The position demands research skills, meticulous higher-level office skills, and a flexible time schedule.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information
☒ Run errands on and/or off campus, including campus mail pick-up and delivery
☒ Work efficiently and accurately without immediate supervision
☒ Work independently on pre-assigned research tasks.

Required Training and Skills
☒ Ability to communicate in a concise and effective manner, both verbally and in writing
☒ Detail oriented with strong organizational skills
☐ Familiarity with specific computer software, listed here:
☐ Familiarity with specific equipment, listed here:
☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Substantial experience with research methods, most likely through college-level coursework, but possibly through prior work experience.