Graduate Research Assistantship
Student Success Initiatives 2019

Purpose: Student Success Initiatives seeks a graduate student to assist with research related to improving graduation rates and student success. This position will be essential to conducting a qualitative study to understand the experiences of undergraduates within particular student success programs at UT Austin.

Hours: 20 hours/week; hours to be scheduled between 8am-6pm Monday-Friday

This position starts February 1, 2019 and ends May 24, 2019, with potential for a continuing appointment.

Salary: $25 hourly

Essential Job Functions:
• Assist with research related to student success programs and timely graduation
• Conduct qualitative research under supervision of research supervisor, including qualitative data collection (e.g., focus groups and interviews), transcribing data, and analyzing data
• Prepare reports as requested for both internal and external audiences
• Participate in weekly staff meetings and support other SSI initiatives as needed

Required Qualifications:
• Currently enrolled full-time master’s or doctoral student in educational leadership and policy, educational psychology, curriculum and instruction, or related field
• Superior interpersonal skills
• Excellent written and oral communication skills
• Confidence working with Microsoft Excel and Word
• Excellent organization and time-management skills; high level of attention to detail
• Ability to work independently and as a member of a team

Preferred Qualifications:
• Experience with Qualtrics or similar survey software
• Experience conducting interviews and/or facilitating focus groups
• Experience developing surveys, observation forms, and focus group protocols
• Experience with student resources at The University of Texas at Austin
• Experience with problem solving and working independently
• Coursework in student development theory

To Apply: Please submit a letter of interest, a resume/CV, and 3 work references with contact information (one should be from a direct supervisor) to Dr. Emma Wu Dowd (emma.wu.dowd@austin.utexas.edu).

Graduate students should also be aware of registration requirements and rules on allowable work hours when employed at the university whether in an academic or nonacademic position. For requirements see Academic Employment: Conditions for Employment.