Graduate Assistantship at SREC

The mission of the LSU Social Research and Evaluation Center (SREC) is to foster healthy social systems through design, implementation, and evaluation of community and social programs.

Graduate Assistantships at SREC offers graduate students an opportunity to develop and enhance their research and evaluation skills through paid work with seasoned researchers and evaluators at SREC.

Job Description

We are currently seeking a committed and self-motivated Graduate Assistant (GA) to join our team. The position is for 20 hours per week for 12 months. This position is one year, potentially renewable based on satisfactory performance. The selected GA will primarily assist on the Strategic Prevention Framework-Partnerships for Success, as well as the LASOR projects. Where necessary, the GA will be required to assist with tasks on secondary projects.

Duties and Responsibilities

- Assistance with research and evaluation design and planning
- Research and evaluation implementation tasks, including:
  - Data collection tool development (e.g. selection of measures and/or survey development)
  - Data collection (quantitative and qualitative)
  - Developing and maintaining systems for storing and managing data
  - Data analysis
  - Report writing
- Assistance with PowerPoint presentations
- Attending project-related meetings as well as SREC staff meetings
- Other tasks and duties as assigned by the PI

Job Requirements

- The GA must be a graduate student at LSU
- Maintain full enrollment (9 hours of graduate credit) in the Fall and Spring terms and an overall graduate GPA of 3.0 or higher
- Demonstrate a good understanding of social research and evaluation
- Understand research and possess research skills
- Ability to work well independently and on a research team
- Handle self in a professional manner at all times
• Be reliable and dependable
  o report to work and/or events as scheduled
  o be organized and know how to manage time
  o set reasonable timelines for completion of tasks
  o complete tasks as assigned in established timeframes
  o communicate with supervisor when predetermined timelines cannot be met
• Be flexible and willing to learn and adapt as needed
• Demonstrate strong verbal and written communication skills
• Proficiency in basic computer skills (i.e., word processing, spreadsheets, presentations, web sites, and creating/updating databases)
• Experience with data analysis software (e.g. SPSS, Stata, or SAS)

**Hours and Compensation**

• 20 hours/week for 12 months at $20,000 per year

**Application Procedure**

Interested applicants must submit your CV, cover letter, and official or unofficial transcripts by email to srec@lsu.edu with the subject line: *Application for Graduate Assistantship*

**Acknowledgement**

Thank you for your submission. Applicants who are selected for an interview will be notified shortly.