Position Title:
**Undergraduate Research Assistant** for the Center for Educational Transformation

Reports to:
Dr. Lisa M. Hooper, Richard O. Jacobson Endowed Chair for Research, and Director for the Center for Educational Transformation

Terms of Employment:
- For the summer: 10 - 12 hours per week, beginning May 13, 2019 and ending August 23, 2019.
- Preference will be given to individuals who are available during the day

Compensation:
- Hourly compensation is $10.00 per hour
- Undergraduate Research Assistants do not work during Thanksgiving Break, Spring Break, or the interims between semesters

Position Description:
As an undergraduate research assistant, you will assist with the procedures associated with the conceptualization and conduct of ethical, culturally responsive research and community engagement. Your duties may include:
- Conducting literature reviews
- Writing annotated bibliographies
- Writing abstracts and presenting papers for conferences
- Writing papers literature reviews or other parts of manuscripts
- Conducting interviews and focus groups
- Cleaning and managing data
- Data analysis
- Attending Center meetings
- Assisting in locating and writing grants
- Measurement development
- Traveling to schools or other community agencies (i.e., conducting research activities off campus)

Qualifications:
- Must be enrolled in classes at UNI
- Must have and maintain a strong GPA
- Willingness to make a one year commitment
- Some interest in research topics related to diversity and culture preferred
- Some interest in formal and informal human helping (e.g., coaching, counseling, law, medicine, nutrition, psychology, social work, teaching)

Application Process and Deadline:
To apply complete the online application found at [https://careerservices.uni.edu/job-board](https://careerservices.uni.edu/job-board) and submit your unofficial grade report to Dr. Lisa Hooper at lisa.hooper@uni.edu.
(Instructions for obtaining your unofficial grade report can be found here: https://uni.edu/sis/sites/default/files/Viewing%20Degree%20Status%20on%20my%20Unofficial%20Cumulative%20Grade%20Report%20_JOBAID.pdf)

One letter of recommendation will be required post-interview.

Please address any questions or concerns to Dr. Lisa Hooper at lisa.hooper@uni.edu.