

**Seidman Graduate Faculty Research Assistant Position  
Seidman College of Business**

**TITLE**

Seidman Graduate Faculty Research Assistant Position

**TERM**

Full-time GA (20 hours/week, 15-week semester). The appointment is for the fall and winter semesters. The assistant earns \$4,000/semester stipend and receives a tuition waiver for 9 credits/semester. The assistantship is a one-year term that begins on August 26, 2024, and ends on April 26, 2025.

**RESPONSIBILITIES**

***Support research efforts of Seidman faculty primarily those teaching Seidman graduate courses: 75%***  
This support may include literature reviews, secondary research and/or data analysis and visualization.

***Support projects within the Dean's Office: 25%***

Assist with grant writing or other projects as assigned.

**REQUIRED QUALIFICATIONS**

- Fully admitted to a GVSU graduate program and in good standing
- Excellent communication skills both written and verbal
- Fluent or advanced in Microsoft Office and Excel in particular
- Experience with data analysis (e.g. building graphs and charts)
- Strong attention to detail
- Strong interpersonal and teamwork skills
- Ability to manage multiple projects simultaneously

**PREFERRED QUALIFICATIONS**

- Experience with secondary research
- Experience with statistical software

**SUPERVISION**

The graduate assistant will report to Paul Isely, Associate Dean in the Seidman College of Business. The graduate assistant will be given performance guidance at least once a week and will be reviewed at least once a month.

**WORKSTATION**

The student will have access to a computer and will be provided with a workspace near the faculty they are supporting.

**ORIENTATION**

Orientation will be held the first week of employment. Appropriate training and guidance will be provided by the Director of the Richard M. and Helen DeVos Center for Entrepreneurship & Innovation.

All graduate assistants at GVSU are required to complete the Graduate School's New GA Orientation. This will be held on Friday, August 23, 2024, 3:00-4:00pm in Loosemore Auditorium on the Pew campus.

**TO APPLY**

1. Apply through Workday
2. Include a cover letter outlining your interest and complete the Seidman GA application (there will be a link to fill out the application)

Applications will be accepted through 5/20/24.