Researchers Initiative Graduate Hourly Assistant

GRADUATE HOURLY POSITION DESCRIPTION

Position Title
Researchers Initiative Graduate Hourly Assistant for Assessment and Advising of Undergraduate Students

Type of Position
This is a 9-month, graduate hourly position beginning August 2018 (exact start date is negotiable) and ending May 15, 2019. The fall semester will entail up to 10 hours a week of work and the spring semester will entail up to 15 hours a week.

Program Description
- The Researchers Initiative (“RI”) facilitates the matching of 80 first- and second-year undergraduate students, who live in University Housing, with faculty members to do research under the mentorship of the faculty members.
- Students apply and are matched with faculty in the fall; they work five hours a week for pay or independent student credit in the spring.
- At the end of the semester, students create and present research posters in the RI Poster Symposium.
- The RI staff closely monitors the student researchers. Students participate in an orientation meeting, in one-on-one check-in meetings with RI staff throughout the spring, and in a formal interview at the end of the semester.
- The RI staff assesses the students’ learning at the end of April and beginning of May.

The Program Director for the Urbana South Living-Learning Communities will supervise the RI Assistant, who will be responsible for developing an assessment protocol to gather data about students’ experiences beyond their completion of the RI, including up to and beyond graduation. The RI Graduate Hourly will also have direct contact with students interested in applying for RI and will hold check-in meetings with students.

Primary Duties and Responsibilities
- Meet weekly with Program Director
- Meet individually with students interested in the RI (fall)
- Co-facilitate RI informational workshops (fall)
- Review student applications (fall)
- Co-facilitate orientation meetings (spring)
- Meet one-on-one with 40 students (spring)
- Develop post-program learning assessment protocol
- Identify ways to organize student information so that students can be contacted for follow up assessment

Qualifications
- Required: experience in creating and administering qualitative and quantitative measures; experience in analyzing qualitative and quantitative data; this experience can be classroom based, but this is a core duty of the RI Assistant position; interpersonal competence in working with a diverse body of undergraduate students and faculty members
- Preferred: academic or job-related experience focused on higher education, for example, STEM learning outcomes, or social sciences

Compensation/Terms of Employment
- $17.00/hour
- Be available to work for the fall and spring semesters
- Be available to work up to 10 hours a week in the fall and up to 15 hours a week in the spring
- Be available some weekends and evenings

To Apply
Submit electronic cover letter and resume to Dr. Lydia Khuri, Program Director, Urbana South Living-Learning Communities, at mkhuri@illinois.edu. Provide the names and contact information of two references who can speak to the required qualifications, for example, your thesis or doctoral advisor. Applications due August 7th. This position will be open until filled. Please call or email if you have questions, 217.265-6276.