

GRADUATE RESEARCH ASSISTANT

Location: WVU Extension Service – Knapp Hall
Morgantown, West Virginia

Scheduled Hours: 20 hours per week

Period of Position: January 2019 – May 2019

Major Responsibilities: to support the “Be Wild, Be Wonderful, Be Healthy Project”, which is funded by the U.S. Centers for Disease Control & Prevention and administered by the WVU Extension Service, Family and Community Development unit.

Duties:

- Work collaboratively with the Principal Investigator, Extension Specialists, Program Coordinator, and other team members to plan and carry out project tasks
- Support the development of project materials
- Help with the development and organization of project activities, trainings, community events, and meetings
- Assist with program evaluation databases, data collection, data entry, analysis and reporting

Qualifications:

- Strong organizational skills
- Problem-solving skills
- Oral and written communication skills
- Data collection, database management, and word processing skills
- Ability to work with diverse individuals and groups, particularly low-income individuals
- Ability to work and travel independently

Educational requirement:

Applicant must be accepted in a master’s program in relevant disciplines, such as Nutrition, Sociology, Public Administration, Public Health, Social Work, Counseling, Psychology, Education, Physical Education, or Exercise Physiology.

Position Supervisor:

Emily Murphy, PhD
Principal Investigator and Director
304 293-8589, emily.murphy@mail.wvu.edu
605 Knapp Hall PO Box 6031
Morgantown, WV 26506-6031

Freedom of Action:

Extensive communication between supervisor and this position ensures the Graduate Assistant of the appropriate balance of support and independence. If any problems arise, the Graduate Assistant asks their supervisor’s authority to handle such difficult situations. The guidance and

review given by the supervisor to this person is limited since it is expected that the graduate assistant assumes leadership and responsibility for designated project tasks.

How to Apply:

If you meet the stated requirements and would like to be considered for the position submit all of the following information: cover letter, resume, letter of acceptance in a graduate program, and three references (including address, e-mail, phone and fax numbers). All application material, must be in electronic submissions in Word format. Send to jlnorman@mail.wvu.edu.

Questions about the application process:

Email Jan Norman at jlnorman@mail.wvu.edu

Questions about the position:

Call Emily Murphy at (304) 293-8589

Note: It is the policy of WVU that a graduate student may hold no more than one graduate assistantship at a time. Thus, if you are a candidate for another WVU assistantship, you will be permitted to hold only one. It is also understood you will be enrolled for at least 9 (nine) hours of graduate study for each semester of this appointment.