

# Research & Innovation, VP

<http://www.unr.edu/vpri>

**POSITION TITLE:** Administrative Graduate Assistant

**POSITION LOCATION:** Reno, NV

## **POSITION DESCRIPTION:**

This position will support the Director of Undergraduate Research and Administrative Assistant in various activities in support of undergraduate research. This is a 12-month position. Tasks include, but are not limited to:

- Taking a lead role in planning and running the monthly Undergraduate Research Community meetings
- Organizing and running undergraduate research activities through the summer for visiting international students and other summer awardees (e.g. workshops on oral, written and poster presentations, applying for graduate school, ethics in research, etc.)
- Helping develop a database of undergraduates engaged in research across campus
- Providing support in organizing symposiums
- Updating the website
- Collecting and organizing data for the database and departmental reports
- Assisting in distributing fliers and announcements across campus
- Able to work 20 hours per week

## **REQUIRED QUALIFICATIONS:**

- Graduate student status in either a Masters or Doctoral program at UNR
- Excellent oral and written communication skills

## **PREFERRED QUALIFICATIONS:**

- Enrolled in a PhD program
- Experience working with undergraduate students
- Research experience (this can be through experience writing a thesis or dissertation or having worked as a research assistant)
- Self-motivated with excellent organizational skills

**SALARY INFORMATION:** \$1,700 per month

## **HOW TO APPLY:**

Please complete the online [application](#). You may optionally attach a cover letter, reference contact information, and sample of written work. Sample should be a previous paper submitted, flier, or material prepared in relation to communications.