

## GRADUATE RESEARCH WORK EXPERIENCE (GRWE) JOB DESCRIPTION

### JOB TITLE:

Choose one, per your *current* career goals:

- Performance improvement consultant (or)
- Evaluation consultant (or)
- Organizational research consultant (or)
- Performance improvement researcher (or)
- Human resources development consultant (or)
- TBD, pending your interview and on-boarding conversations

### JOB DESCRIPTION:

The following describe typical work responsibilities for this OPWL Graduate Research Work Experience position; this is not an all-encompassing list of work, as individual faculty supervisor(s) and the GRWE will discuss specific job expectations, roles, and responsibilities.

#### • Teaching:

- Deliver presentation(s) to inform others of the project status and on-going work with preliminary findings

#### • Research:

- Search literature, organize and synthesize literature and readings, assist with writing paper(s)
- Collect, analyze, and synthesize data
- Proofread and edit manuscripts, assess quality in terms of structure, grammar, spelling, formatting according to APA style guidelines

#### • Service:

- Create content that can be used for marketing efforts and social media postings
- Assist OPWL Department on various projects or special tasks as needed

**General Duties** Work virtually, both independently and collaboratively, to support Dr. Lisa A. Giacomo, an OPWL faculty member with teaching, research, and service activities. Collaborate with other senior and new OPWL SEns-GPS research assistants and OPWL SEns-GPS research work experience assistants to complete project work and deliverables.

**Expectations** Enroll in a minimum of 1 practicum credit each semester or get approval to participate as a volunteer.

Work at least 50 hours total during the semester and 3 - 5 hours per week for the Organizational Performance and Workplace Learning (OPWL) department

Maintain at least a 3.00 GPA

**Compensation** not applicable

**Requirements** Must be fully admitted to the Masters of Science in Organizational Performance and Workplace Learning program.

**Location** This is a virtual position, the OPWL Graduate Assistant is not required to relocate to Boise to fulfill the duties of the position

**Timeframe** Spring 2021. There may be opportunities to extend the work assignment through Summer 2021, and/or Fall 2021, and/or beyond, pending performance and conversations with the faculty supervisor. Specific dates will be outlined in the practicum or volunteer contract and through discussion with the specific faculty supervisor.

**Work assignment is dependent upon** continued satisfactory performance.

## SELECTION CRITERIA FOR ALL POSITIONS:

**At a minimum, you should have:**

- Fully admitted to the MS-OPWL degree program at Boise State University
- The ability to manage your time and work independently under minimal supervision
- The ability to take direction and meet expectations
- The ability to teach yourself how to use new software tools
- The ability to work collaboratively on a virtual team
- Excellent verbal and written communication skills
- Experience with common office productivity software, including the Google Suite and MS-Office
- Familiarity with video conferencing tools such as Zoom
- As this is a virtual position, the GA must have a computer, internet access, webcam, and microphone

**The preferred candidate will have:**

- Prior experience in editing/proofreading
- Prior experience working in virtual teams
- Prior experience in research and/or evaluation
- Involvement in professional communities and organizations
- Interest in cultural competency, diversity, equity, and inclusion

# HOW TO APPLY

**Step 1: Complete the Graduate Research Work  
Experience Application by [October 19, 2020](#)**

**\*\*\*Now Accepting Applications\*\*\***

**Step 2: Attach your resume**

**Step 3: Attach your cover letter**

**In your cover letter, please address the following:**

1. Your own motivation and desire to work on a *grant-funded research and evaluation project* to support **academically talented, low income, first generation, and underrepresented graduate students in engineering**. Why do you want to do this and how does it contribute to your career goals?
2. Your prior experience (e.g., while on the job or through coursework) with conducting interviews. If you have no experience, describe what you are willing and able to do to learn how to conduct interviews.
3. Your prior experience (e.g., while on the job or through coursework) analyzing qualitative interview data. If you have no experience, describe what you are willing and able to do to learn how to analyze qualitative interview data.
4. Your prior experience (e.g., while on the job or through coursework) writing up the findings of data analysis for publication (e.g., technical reports, consulting reports, blogs, online magazines, theses, journal articles). If you have no experience, describe what you are willing and able to do to learn how to report out evaluation data.