

Graduate Research Assistant/Associate (RA) Job Description

Prime function

Responsibilities of the Graduate Research Assistant/Associate are primarily research related. Graduate Research Assistants provide professional level support related to research and creative activities that contribute to the mission of the unit, under direct supervision by a faculty member.

Graduate Research Associates are similar to Graduate Research Assistants but generally have a higher degree of research responsibility. Departments may consider students who have completed a master's degree or its equivalent (30 hours of graduate work) for a Graduate Research Associateship.

Examples of responsibilities

Serves in a research capacity for a specified unit within the university, which may include the following duties and responsibilities:

- Performs tasks related to specific function/program assigned
- Assumes responsibilities and assists faculty members in research and creative activities for a designated research area
- Develops work plans in accordance with research objectives
- Assists in the collection of data and/or conducts independent research for the unit specific to the assignment
- Assists with development and evaluation of instructional materials and/or curricula
- Assists in specialized administrative, technical or editorial duties connected to research and creative activities
- Prepares reports as needed
- Supervises student employees

Knowledge, skills and abilities

- Knowledge of issues pertaining to area of assignment
- Knowledge of higher education research principles and practices
- Skill in organizing resources and establishing priorities
- Skill in planning, organization, coordination of activities
- Skill in establishing and maintaining effective working relationships
- Skill in both verbal and written communication
- Skill in the use of personal computer and related software applications

Minimum qualifications

- Currently admitted to a graduate degree program at Arizona State University
- Maintain a 3.00 cumulative GPA for all ASU graduate credit courses
- Must enroll in at least 6 credit hours during each fall and spring semester during the appointment, and 1 credit hour during a summer semester appointment