JOB DESCRIPTION

Student Research Assistant

Purpose

Research is defined by Texas Tech University O.P. 70.27 as a graduate student employed in support of the research mission of the department to perform laboratory, library, field, computer, or other such activities as may assist the department’s research effort. Research Assistants will assist faculty in the collection and evaluation of research data and other projects as assigned.

Position Details

- Appointments are from September 1 – May 31.
- The schedule is 20 hours per week during regular work hours of Monday-Friday, 8:00 a.m. – 5:00 p.m.
- Students must be in a degree seeking program.
- Students are required by the University to be enrolled in 9 credit hours each semester of employment.
- Summer employment may be available depending on funding.

Skills and Qualifications

- Self-motivation and a high level of responsibility to complete tasks in a timely manner and make significant progress without direct supervision.
- Strong verbal and written communication skills
- Developed research skills
- Ability to learn new software and research techniques as needed.
- Flexibility in adjusting to new work related requirements as they arise.
- Maintain a grade of “B” or better in required coursework.
- Strong computer skills especially with Microsoft Office, internet, and electronic media.

Responsibilities

- Handle confidential and sensitive data with integrity.
- Prepare data and information for projects using the appropriate software.
- Assist in conducting research including data collection and compilation.
- Perform other duties as assigned.