Job Description: Student Research Assistant

Job Title: Graduate Assistant
Date Posted: May 6, 2019
Responsible To: Assistant Director for Electronic and Digital Services, Marin Dell
Apply: Submit cover letter, completed application form, and resume with references to Law Library Circulation Desk, c/o Ms. Amanda Kitten, Library Admin Office. For questions e-mail Amanda.kitten@ttu.edu.

Purpose
The student research assistant (SRA) will participate in the collection, execution, analysis, and evaluation of research assigned projects, among other tasks. The Law Library is committed to providing student employees with educational and professional experience, significant responsibility that expands with experience, and a congenial team atmosphere. SRAs work throughout the academic year; summer employment may be available.

Skills and Qualifications

Required abilities and dispositions:

• High personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress without direct supervision.
• Strong verbal and written communications skills.
• Developed legal research skills.
• Capacity and motivation to learn new software, research techniques, and work routines quickly, flexibility in responding to new work related opportunities as they arise.
• Motivation to engage in and manage a wide range of work experiences, ranging from preparing mass mailings to researching and analyzing research results.

Preferred additional qualities:

• Strong existing computer skills with Microsoft Office products, general Internet, and electronic communications.
• Articulate and tactful communications skills; readiness to meet and work directly with Library staff and customers.

Responsibilities

• Handle and protect confidential and sensitive data with integrity.
• Conduct research, including data collection projects by meeting paper and electronic mailing deadlines and entering data.
• Prepare print documents using MS Word and other software programs.
• Assist staff in the design, execution, and evaluation of research projects, including literature reviews, surveys, data collection, and analysis.
• Produce written, tabular, and visual materials for research reports and presentations.
• Perform other duties as assigned.

Position Details

• Salary based on the Law School’s Student Employee pay scale.
• Generally flexible hours - up to 20 per week.