**Student Assistant - Rawls Research Administration**

**Job Description:**

The student assistant at the Rawls Research unit will provide support to the team composed of the Associate Dean for Research & Outreach, the Director of Research & Outreach, and another student assistant. Work will include:

1-Managing several, diverse, and sensitive Rawls undergraduate research participant, instructor and researcher information in the Shannon Rinaldo Student Research Pool system, including reading, drafting, and responding to emails from Faculty, staff, and students when needed.

2-Sorting, verifying, filling out, filtering, and organizing databases in Excel from various online sources.

3-Provide support to manage the Rawls Research LinkedIn page, and other computer-based duties.  Occasional clerical and other in-person support is required during Rawls research-related live events.

Work is intended to be permanent, provided the positive performance of the employee.

**Job Requirements:**

GPA of 2.75 or higher.

Proficient knowledge of Microsoft packages, especially Excel and Word. Knowledge of Adobe Acrobat.

Experience with other research-related software, coding, or other data-managing activity is preferred.

Ability to read, type, and respond to customers in clear, professional English language.

Extreme attention to detail, mature and friendly attitude.

Ability to quickly learn new software via video-watching, reading manuals, and practicing.

Ability to adhere to timelines, critical thinking to identify errors or missing information within large spreadsheets.

Ability to communicate with supervisor and/or rest of the team to seek clarification.

**Pay Scale:**

$8.00/hour to $8.50/hour

**Hours:** Up to 19.5 hours per week, flexible schedule, remote work available

**To Apply:**

Send a current CV with a letter of interest and include at least one reference (can be a former teacher, mentor, or supervisor).

**Contact:**

Laura Bilbao, Director of Research & Outreach, Rawls College of Business

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