

## Center for Research and Creative Activity - Graduate Assistant position

The [Center for Research and Creative Activity](#) (CRCA) is seeking a Graduate Assistant (GA) to coordinate two student-focused programs that contribute to the mission of broadening participation of the Rhode Island College students, faculty, and staff in the high-impact practice of mentored research and creative activity.

The “CRCA Assistantship” program matches students with financial aid through Federal Work Study with faculty or staff mentors for entry-level experiences in research and creative activity. Students participating in the CRCA Assistantship program are expected to work with their mentor for at least 9 hours per week and attend a weekly discussion group with other students for 1 hour per week. The “CRCA Ambassador” program is training and placement program for students to hone leadership, professional communication, and public speaking skills in order to share their experiences in research and creative activity at RIC with current students, prospective students, and in some cases, alumni or the general public. Specific duties of the GA to coordinate these programs are outlined below.

### Description of Duties and Responsibilities:

- Coordinate the “CRCA Assistantship” program
  - Interview eligible students and assist with hiring paperwork
  - Match eligible students with faculty/ staff mentors
  - Work with faculty/ staff mentors to submit bi-weekly timecards for the students
  - Meet weekly with the participating students
  - Work with the Director to recruit students, as well as faculty/ staff mentors
  - Work with faculty/ staff mentors to write and upload job descriptions of future CRCA Assistantships
- Coordinate the “CRCA Ambassador” program
  - Interview eligible students
  - Conduct the (2 x 3-hour) training sessions to prepare the Ambassadors at the beginning of the semester and additional coaching, as needed
  - Work with the CRCA Director to develop a schedule of placements for the Ambassadors to speak to interested groups
  - Schedule and further prepare Ambassadors for placements
  - Work with the Director to recruit students

### Qualifications:

Candidates must be well-organized, multi-task well, have the ability to relate well with a diverse student population, and must communicate effectively- orally, and in writing. Proficiency with computer (Microsoft Office) and online (Dropbox, Google Drive) software is essential. Prior experience in mentored research or creative activity is preferred, and prior experience in public speaking is useful.

### Student Outcomes & Contribution to Professional Development:

The GA will develop project management skills, including working effectively with teams, training and supporting individuals, and coordinating with other programs and organizations. In addition, the GA will learn more about high-impact practices for increased student engagement and the myriad forms of research and creative activity among disciplines.

### To apply:

E mail application, resume, and cover letter to the Center for Research and Creative Activity, [crca@ric.edu](mailto:crca@ric.edu)