Global Sport Institute
Grad Service Assistant
Job Description

Primary Function
The Global Sport Institute is looking to hire a Grad Service Assistant for the 2021-22 academic year to support the research efforts of the Institute. Work will be conducted within a dynamic team under the direction of the Senior Researcher and the Director of Research. The ideal candidate has high attention to detail and is a good writer who has previously conducted small-scale research and can convey scholarly findings in a manner that is easily understood.

Responsibilities
The role will require the ability to

• quickly and thoroughly develop literature reviews
• discover and utilize publicly-accessibly data sources
• calculate descriptive statistics
• identify and highlight patterns within data sets
• build basic tables and figures according to APA style guidelines
• analyze and report findings in “working papers”
• review work of undergraduate student employees
• proofread manuscripts prior to publication
• undertake other research duties as assigned

Knowledge, skills and abilities

• Some experience doing research-based writing
• Ability to meet deadlines
• Ability to multi-task and manage multiple projects simultaneously
• Some experience in conducting research
• Experience conducting basic statistical analysis
• Some experience leading a team is desirable
• Familiarity with SPSS, SAS, or other statistical software
• Experience with Excel, Word and PowerPoint
• Skill in verbal and written communication in English

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 1 credit hour during each fall and spring semester during the appointment
• Summer enrollment is not required if student is enrolled in the following fall semester

Schedule
Appointees should anticipate a workweek of 20 hours per week

Compensation and benefits

- Grad Service Assistants receive a stipend of $9,586 per semester, paid on a bi-weekly basis
- Grad Service Assistants are not eligible for tuition remission or health benefits
- For general information about ASU Grad Service Assistant positions, please visit the Graduate College information page.

To Apply

If interested in applying for this position, please submit a PDF cover letter and resume to GlobalSportJobs@asu.edu. Applications will be accepted until a suitable candidate is found. Up to three total positions will be hired.