

Graduate Service Assistant

Primary Function

The Global Sport Institute is looking to hire a Graduate 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-accessible 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

- Graduate Service Assistants receive a stipend of \$8000 per semester, paid on a bi-weekly basis
- Graduate Service Assistants **are not eligible for** tuition remission or health benefits
- For general information about ASU Graduate 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.