



## **Position Vacancy Listing**

**Working Title:**

Project Assistant

**Official Title:**

Graduate Assistant

**Degree and area of specialization:**

Must be a graduate student enrolled at UW-Madison

**QUALIFICATIONS:**

- Demonstrated interest in postsecondary education policy, practice, and research; interest in broadening participation in STEM-related fields and/or interventions-based research is a plus
- Experience in conducting survey research, quantitative analyses utilizing statistical software, qualitative inquiry, planning study methods, managing data collection activities, questionnaire design, data management, report writing, and client relations
- Strong organizational skills, detail-oriented, and ability to juggle multiple responsibilities effectively
- Strong writing, communication, and presentation skills
- Ability to collaborate effectively and work well in teams
- Ability to take responsibility to meet deadlines and initiate tasks without close supervision
- Ability to conduct independent analyses of quantitative and qualitative data
- Demonstrated analytic and communication skills

**RESPONSIBILITIES:**

- Participate in the planning, coordination, promotion, implementation, and evaluation LAB-related projects
- Interact with collaborating institutions to coordinate and manage data collecting processes
- Gather and synthesize information on trends and emerging issues in assigned projects
- Assist the director and staff in advancing Wei LAB projects, conducting research, and preparing reports
- Prepare manuscripts for publication utilizing data from Wei LAB-related projects
- Other duties as assigned

**ABOUT WEI LAB:**

Wisconsin's Equity and Inclusion Laboratory (Wei LAB) within the Wisconsin Center for Education Research (WCER) is dedicated to conducting both basic and applied research on topics of equity and inclusion in education, with a particular focus on higher education. Broadly constructed, the lab operationalizes equity and inclusion as efforts taken by organizations to ensure educational success for all of its constituents. The mission of Wisconsin's Equity and Inclusion Laboratory (Wei LAB) is to design, conduct, and disseminate research that informs policymakers, practitioners, and concerned citizens on how to best promote equitable and inclusive learning and work environments in education in general, and higher education in particular.

**A criminal background check will be conducted prior to hiring.**

**A period of evaluation will be required**

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<b>Appointment type:</b>	Graduate Assistant
<b>Department(s):</b>	Wei LAB/WCER
<b>Salary:</b>	\$1,593.83/mo. and tuition remission
<b>Term:</b>	Academic Year
<b>Appointment percent:</b>	50 %

**TO APPLY:**

Please submit a PDF resume and cover letter to Samantha Garlock, LAB Manager: [sgarlock@wisc.edu](mailto:sgarlock@wisc.edu). A criminal background check will be conducted prior to hiring. A period of evaluation will be required. Please direct any inquiries or questions to Samantha at the e-mail above, or by phone: (608) 890-3790.