



Graduate Research Assistant Position AY 2024

John Pappajohn Entrepreneurial Center

Introduction: The University of Northern Iowa's John Pappajohn Entrepreneurial Center (JPEC) seeks applications for a graduate student employee appointment as a research assistant commencing in August 2023. Responsibilities include a series of research and assessment projects in collaboration with The Black Capital Studies + Projects as well as the extended ecosystem of Rethink Iowa, Iowa CORE, 24/7 Black Leadership Advancement Consortium (24/7 BLAC), Multicultural Development Center of Iowa to name a few. This is not a full assistantship with a tuition stipend, however, opportunities for summer employment are possible pending success over the next nine months. Beyond the research agenda, this position will most likely also include researching, assessing, programming, and/or developing components of virtual learning environments (VLE) and curriculum.

The University of Northern Iowa has a bold vision to be a diverse and inclusive campus community and become an equity-oriented institution. We seek to elevate the diversity of our team and build an increasingly culturally responsive pedagogy. Equity vision hires will be supported by faculty, staff, and partners who are working specifically to reimagine entrepreneurship and innovation curriculums. The new team member will be welcome to join these efforts.

Position Title: Graduate Research Assistantship

Reports to: Dr. Lindi Roelofse, T. Wayne Davis Chair in Entrepreneurship
(lindi.roelofse@uni.edu)

General Terms of Employment:

- For the Fall semester 10 hours per week, beginning August 21, 2023 and ending December 15, 2023. These dates might vary upon approval of the academic calendar.
- For the Spring semester 10 hours per week, beginning January 16, 2024 and ending May 10, 2024. These dates might vary upon approval of the academic calendar.

Compensation:

- Graduate Assistantship stipend is **\$2,779.00** for half-time per semester and may be prorated depending on start date.
- Graduate Assistants and their spouses may qualify for in-state tuition.
- Graduate Assistants may receive University holidays and do not work during the interims between semesters.
- For more information regarding Graduate Assistantship procedures review <https://grad.uni.edu/funding>.

Primary Responsibilities:

Our ten primary research responsibilities will include:

1. Completing CITI **Training**
2. Completing IRB forms and maintaining and managing **regulatory compliance** (when relevant)
3. **Designing websites/learning** platforms and online materials related to research; making instructional videos
4. **Building and maintaining** databases; inviting participation; coordinating meetings and activities; responding to participant inquiries
5. Collecting, entering, cleaning, coding, and analyzing **data**
6. Doing **literature searches**, finding data or other information online coding articles (e.g., for meta-analyses), identifying appropriate archival materials, and maintaining folders or drives that house articles, data, write-ups, etc.
7. Helping to write **grant applications**; coordinating and applying for funding for conferences
8. **Writing** abstracts for conferences, literature reviews, or other parts of manuscripts
9. **Presenting data** and key takeaways (in written or oral form)
10. Acting as a **liaison** between JPEC and other organizations (e.g. local business owners, and civic leaders)

And other duties as assigned.

General Qualifications:

- Must be a full-time, degree-seeking student in a UNI's residential graduate program.
- Be regularly admitted without provisions to degree status in a graduate degree program.
- Maintain a cumulative GPA of at least 3.00. First-semester graduate students must have an undergraduate GPA of at least 3.00.
- Have an official transcript on file in the Office of Admissions and be fully declared in their graduate major.
- Must meet UNI's HRS employment eligibility.

Preferred Qualifications:

UNI graduate students with a Bachelor's degree in any field are welcome to apply. Please be sure to explain in your cover letter how you personally make the connection from your field of study to entrepreneurship and/or innovation.

Required qualifications include a record of involvement in scholarly, applied, and/or commercial research; demonstrated organizational, communication, and interpersonal skills, including high attention to detail; and an interest in experimenting with UX principles that support longer-term scaling and longitudinal research goals.

Preference will be given to candidates with an interest in entrepreneurship and innovation; education, technology; and diversity, equity, and inclusion (DEI).

Application Process and Deadline:

To apply, submit the [Assistantship application form](#). Attach: resume and a cover letter (optional). Direct your application to Dr. Lindi Roelofse (lindi.roelofse@uni.edu).

Applications received by **August 16, 2023** will be given full consideration (optional).

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women,



individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.