**Florida Atlantic University**

**Christine E. Lynn College of Nursing, Office of Research & Scholarship**

**Position Description: Graduate Research Assistant**

**Qualifications:**

* **Currently enrolled student at Florida Atlantic University, and in high academic standing in master’s degree or higher**
* **Ability to work well independently and as part of a team**
* **Proficiency with Microsoft Office, Statistical Package for the Social Sciences (SPSS), Statistical Analysis System (SAS)**
* **Evidence of a strong educational background in Statistics**
* **Effective written and verbal communication skills**

**Position Type: Temporary**

**Hours**: Negotiated; ranges from 10 to 20 hours per week

**Commitment**: This is a one year commitment; selected candidates are eligible to reapply to this position

**Position Location**: Christine E. Lynn College of Nursing, Boca Campus

**Start Date**: Negotiable

**Duties/Responsibilities**: Graduate Research Assistant performs research duties under the supervision of the Associate Dean of Research & Scholarship or an assigned College of Nursing Faculty member at Florida Atlantic University. Research duties may include, but are not limited to, community, hospital, or lab research activities; preparing materials for IRB; preparing and assembling materials according to approved study protocols; collecting data including participant recruitment and intake; conducting literature reviews and synthesis; developing research and evaluation surveys; developing code books; data cleaning and entry; data analysis using software analysis programs; interpretation of data; presenting data (preparing tables, charts, etc); and writing draft research reports. If supported by the Faculty’s funded research, they graduate research assistant is required to attend team planning meetings. Duties and responsibilities of this position will be aligned to enhance the student’s educational level of learning.

**Status: Exempt**. This position meets the criteria to be exempt from the Fair Labor Standards Act (FLSA). Positions designated as “exempt” are not eligible for overtime pay. Exempt student employees do not need to submit timecards but hours worked must be approved by their immediate supervisor. Link to FLSA frequently asked questions: <http://www.fau.edu/hr/Student_Employment/FLSA_faqs_hr.php>

**Contact Information**: For consideration, please provide a cover letter, resume, and 2 professional references to:

Linda S. Weglicki, PhD, RN

Professor, Associate Dean Research & Scholarship

Florida Atlantic University

Christine E. Lynn College of Nursing

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