

Assist faculty with research activities. Research Assistantships facilitate the education of the student by providing opportunities for the student to gain experience in research related activities. These assistantships are to assist supervising faculty with scholarly activity and high quality professional development projects.

Position Description: Please speak to the following duties of the RA position. Duties may include: performing advanced tasks in support of faculty led scholarly projects, topics, disciplines, and/or research. Additional duties may include providing specific information; drafting replies to inquiries; advanced accounting; and related business process tasks.

SUPPORT FACULTY LED SCHOLARLY RESEARCH: The graduate research assistant's tasks will include: 1.) data collection via Survey Monkey, 2.) analysis of data via Survey Monkey, Microsoft Excel, and SPSS, 3.) interpretation of data via written description and visual representations, 4.) creation of conference presentation proposals for the research dissemination, and 5.) creation of publication proposals for the research dissemination. My current research assistant collected Survey Monkey data from hundreds of Ohio P-12 school district superintendents, principals, counselors, and school psychologists to learn more about their burnout during the pandemic. This is a very important and relevant issue in P-12 school districts and yet the research literature is minimal. My new research assistant will analyze the data for this study and create an American Educational Research Association Annual Meeting presentation proposal and a Mid-Western Educational Research Association Annual Meeting presentation proposal to disseminate the research. If these proposals are accepted, he/she will write the presentation papers and attend the presentations. He/she will also create a manuscript for publication in the Journal of Educational Administration which is a highly ranked journal. There will be other research-related activities for the research assistant.

PROVIDING SPECIFIC INFORMATION: The graduate research assistant will be required to provide specific information about the data in terms of collection, analysis, interpretation, written descriptions, and visual representations to the faculty, staff, department, and outside organizations. He/she will also need to disseminate this specific information as it relates to the studies in conference presentations and publications.

DRAFTING REPLIES TO INQUIRES: The graduate research assistant will need to draft replies to inquiries related to the data in terms of collection, analysis, interpretation, written descriptions, and visual representations to the faculty, staff, department, and outside organizations. He/she will also need to respond to the conference presentation inquiries, journal reviewer and/or editor inquiries, and P-12 field inquiries. For example, I oftentimes receive email inquiries from our K-12 school district superintendents who request information about our findings.

ADVANCED ACCOUNTING AND BUSINESS PROCESS TASKS: The graduate research assistant will need to conduct advanced accounting for statistical data analysis and basic business process tasks such as email, document, presentation, and publication creation. The graduate research assistant will also need to participate in basic business meetings in-person, on the phone, and via online conference calls.

The Competencies stated below are career competencies set forth by the National Association of Colleges & Employers (NACE).

Competencies related to the Position Description

Describe why a competency may or may not apply to the position

Critical Thinking & Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Examples:

- Describe how will this position allow for original and creative solutions
- Examples on how data is gathered, interpreted, or analyzed logically

CRITICAL THINKING AND PROBLEM SOLVING: The graduate research assistant needs to have critical thinking and problem-solving skills. He/she will not only be required to answer the research questions required of the study through the data collection, analysis, and interpretation but also gather and review information from a multitude of sources to create the required review of the literature for research presentations and proposals. He/she might also be required to conduct independent reviews of the literature on an as needed basis. For example, my dean occasionally requests a review of the literature on an important issue that directly impacts our college. My research assistant may need to gather and review the necessary information to create a review of the literature for my dean. The graduate research assistant will also be encouraged to be original and creative in the process of data analysis, interpretation, written descriptions, and visual representations for the presentations and publications. For example, my current graduate research assistant is an expert in MAXQDA and created innovative displays of our qualitative data.

EXAMPLES OF HOW DATA IS GATHERED, INTERPRETED, OR ANALYZED LOGICALLY: The graduate research assistant will analyze the data for a study of Ohio P-12 school district superintendents, principals, counselors, and school psychologists to learn more about their burnout during the pandemic and create a presentation proposal for the American Educational Research Association Annual Meeting and the Mid-Western Educational Research Association. He/she will collect data via Survey Monkey and potentially follow up interviews. The data will be interpreted and analyzed via Survey Monkey, Microsoft Excel, SPSS, and potentially MAXQDA. The graduate research assistant will collect, interpret, and analyze data for other research studies.

Oral & Written Communication: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

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EFFECTIVE ORAL AND WRITTEN COMMUNICATION: The graduate research assistant will need to articulate thoughts and ideas clearly and effectively in written and oral forms in respect to the data collection, analysis, interpretation, through conference presentations and publications. This could potentially include persons at the University of Findlay as well as the Ohio Department of Education, American Educational Research Association, the Mid-Western Educational Research Association, and P-12 school district personnel, especially superintendents, principals, counselors, and school psychologists. He/she will also need to respond to the conference presentation inquiries, journal reviewer and/or editor inquiries, and P-12 field inquiries.

PUBLIC SPEAKING SKILLS AND EXPRESS IDEAS TO OTHERS: The graduate research assistant will need to have excellent public speaking skills and expression of ideas to others because he/she will present the research on how Ohio P-12 school district superintendents, principals, counselors, and school psychologists have experienced burnout during the pandemic. More specifically, he/she will need to be able to not only clearly speak to how the data was collected, analyzed, and interpreted but also defend decisions in respect to research design, statistical and/or qualitative data analysis, and interpretation within the current literature. The American Educational Research Association is the premier research organization in our field and the focus of the Annual Meeting is dissemination of research. So, the presentation participant questions can be rigorous at times.

WRITE/EDIT MEMOS, LETTERS, AND COMPLEX TECHNICAL REPORTS CLEARLY AND EFFECTIVELY: The graduate research assistant will need to write/edit memos and letters to the supervisor, other University of Findlay faculty, staff, and students involved in the research, the P-12 field, and various external stakeholders. The graduate research assistant's work will include complex technical research reports that require APA format, IRB adherence, and basic research dissemination protocol to be able to proceed with the appropriate presentation and publication proposals. More specifically, the graduate research assistant will learn how to read the American Educational Research Association (AERA) Code of Ethics and AERA Standards for Reporting Research and interpret these research policies and procedures in the creation of presentation proposals and manuscripts for publication. The graduate research assistant will also need to read the American Educational Research Association and Mid-Western Educational Research Association Call for Proposals and interpret these policies and procedures in the creation of the complex technical research reports.

Teamwork & Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team

structure, and can negotiate and manage conflict.

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TEAMWORK AND COLLABORATION: The graduate research assistant will build collaborative relationships with the supervisor and other faculty, staff, students, and the field on a research team that represents diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The graduate research assistant will need to work within the structure of a research team which may include the need to negotiate and manage conflict. For example, my previous research assistants have needed to negotiate who will work on which research studies, create timelines for completion of presentation proposals and publications together, as well as who will write the final conference presentation papers and/or PowerPoint presentations and discuss specified slides.

Digital Technology: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

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USE OF DIGITAL TECHNOLOGY TO SOLVE PROBLEMS, COMPLETE TASKS, AND ACCOMPLISH GOALS: The graduate research assistant will leverage Survey Monkey, Excel, SPSS, and potentially MAXQDA to ethnically and efficiently solve problems and complete the data collection, analysis, and interpretation which are the goals. Although the graduate research assistant might have previously employed some of these digital technologies in his/her courses and/or his/her dissertation research, he/she will need to demonstrate effective adaptability to each of these technologies within the new parameters of my studies.

Professionalism and a Strong Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

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PROFESSIONALISM AND STRONG WORK ETHIC: The graduate research assistant will need to demonstrate personal accountability and effective work habits. He/she will need to constantly assess his/her progress on a somewhat rigorous research agenda timeline and submission of conference presentation proposals and manuscripts for publications. There are required submission deadlines for these conference presentation proposals as well as the necessary conference presentation papers and PowerPoint presentations. There are also required submission deadlines for the journals. Therefore, the graduate research assistant will need to be punctual within the submission deadlines and work productively with the supervisor, other faculty and students, and potentially the field. The graduate research assistant must demonstrate integrity and ethical behavior and act responsibility within the larger educational community through adherence to the American Educational Research Association (AERA) Code of Ethics and AERA Standards for Reporting Research.

Career Management: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

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CAREER MANAGEMENT: The graduate research assistant will have the opportunity to identify and articulate the skills, strengths, knowledge, and experience relevant to the position and his/her desired goals for professional growth. Thus far, my graduate research assistants have been students in our Doctor of Education program. My graduate research assistant positions have provided our doctoral students with the ability to immediately apply the

knowledge and skills from their Doctor of Education program courses to current research studies that are part of their research agendas. The graduate research assistant has the opportunity to explore job options and pursue opportunities. For example, my current graduate research assistant presented at the American Educational Research Association Annual Meeting. This conference provided my graduate research assistant with a conference presentation experience as well as an opportunity to attend other conference presentations and network with faculty and graduate students from other universities for potential employment opportunities and research collaboration. This conference will also most likely be a conference she attends as a future assistant professor in our field. This opportunity and others such as the Mid-Western Educational Research Association Annual Meeting will be afforded to my new graduate research assistant. My current graduate research assistant won the dissertation award from this organization at the annual meeting this year.

Global & Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

GLOBAL AND INTERCULTURAL FLUENCY/INTERACT WITH PEOPLE RESPECTFULLY: The graduate research assistant will build collaborative relationships with the supervisor and other faculty, staff, students, and the field. This will require him/her to value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. For example, the American Educational Research Association has more than 25,000 members from 85 countries that are represented at the annual meeting. Members belong to one or more of twelve diverse divisions and more than 150 special interest groups. The Mid-Western Educational Research Association, while a smaller regional organization, includes similar diverse representation. Therefore, the graduate research assistant needs to demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all these individuals.

Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others supervised; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Please speak to the following:

- What leadership qualities or characteristics do you want the TA/RA to possess?
- Describe how this position enables the student to develop as a leader
- Describe how supervision is given and received by this position

As applicable, speak to the following

- Describe the supervision the TA/RA provides to others
- How interpersonal skills are used to coach and develop others

PERFORM AS A LEADER: The graduate research assistant will leverage the strengths of the faculty, staff, students, and K-12 field to achieve the data collection, analysis, interpretation, and creation of presentations and publications. He/she will need to assess and manage his/her emotions as well as be empathetic in how they guide and motivate the other members of the research team. He/she will also need to organize the data and analysis and prioritize the pieces of the presentation and publication proposals and delegate accordingly. The leadership qualities that the graduate research assistant should possess include critical thinking, problem solving, professionalism, a strong work ethic and oral/written communication skills, and the ability to work well on a team and delegate responsibility. The research assistant will be closely supervised and written and oral feedback will be provided to and from the research assistant through email, observation, meetings, and task completion. The research assistant will be asked to follow a specific weekly work schedule for each of the required tasks: include 1) data collection via Survey Monkey, 2) analysis of data via Survey Monkey, Microsoft Excel, and SPSS, 3) interpretation of data via written description and visual representations, 4) creation of presentation proposal for the research dissemination, 5) creation of publication proposal for the research dissemination.

Benefit to the Student – Describe how the position description identified above will benefit the student

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BENEFIT TO THE STUDENT: The tasks required of the graduate research assistant will benefit the student with the opportunity to demonstrate his/her ability to collect data in an online data collection tool, analyze data from an online data collection tool in Microsoft Excel and/or SPSS, interpret data through written description and visual representations, create presentation proposal(s) for the study dissemination, and create publication proposal(s) for the study dissemination. The knowledge and skills required of these tasks will most likely be required of the student in his/her graduate program and his/her future work in academia. Thus far, my graduate research assistants have been students in our Doctor of Education program. My graduate research assistant positions have provided our students with the ability to immediately apply the knowledge and skills from their Doctor of Education program courses to current research studies. Again, my current graduate research assistant presented at the American Educational Research Association Annual Meeting. This conference provided my graduate research assistant with a conference presentation experience as well as an opportunity to attend other conference presentations and network with faculty from other universities for potential employment opportunities and research collaboration. This conference will also most likely be a conference she attends as a future assistant professor in our field. The graduate research assistant for next year will be asked to present at the same conference as well as other conferences. The presentations and publications that result from the graduate research assistant position increases the scholarship section of his/her curriculum vitas. Finally, the knowledge and skills applied in this graduate research assistant position is transferable to any discipline such as the social sciences, education, statistics, quantitative methodology, and qualitative methodology.

Please describe the benefit to each of the following (connect to the Strategic goals)

- 1. Invite students into a welcoming campus where they find their place and their calling and help others do the same.**
- 2. Engage students in discovering and preparing to fulfill their calling(s) alongside others of diverse perspectives and identities.**
- 3. Inspire students to reach their full promise in serving and leading others.**

Faculty (Connect to the Strategic Goals)

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BENEFIT TO FACULTY: The graduate research assistant will benefit the faculty by providing me with data collection, analysis, interpretation, and presentation and publications. In respect to the Strategic Goals, it will address how I "Engage students in discovering and preparing to fulfill their calling(s) alongside others of diverse perspectives and identities". I serve as a Dissertation Chair and Committee member for our doctoral students. I also teach EDUC 790: Dissemination of Research. The purpose of this course is to provide our students with the opportunity to create research conference presentations and publications based on their dissertation. This will prepare them in their future careers as P-12 educational leaders or higher education faculty members. It is my responsibility in these roles to continue to present and publish in the educational research community and to stay abreast of the requirements in our field. This graduate research assistant is also important to me because I would like to be promoted to professor. To do so, I need to focus more on national presentations and publications per my last tenure and promotion letter. This will also benefit other faculty who are involved in this research who need tenure and promotion.

Department (Connect to the Strategic Goals)

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BENEFIT TO THE DEPARTMENT: The graduate research assistant will benefit the Doctor of Education program (department) by providing us with additional research to further the research focus necessary of a doctoral program. This is aligned to the Strategic Goal to "Engage students in discovering and preparing to fulfill their calling(s) alongside others of diverse perspectives and identities". The graduate research assistant will work on studies with multiple faculty members in this department. The research conducted by the graduate research assistant will likely be presented at the American Educational Research Association. This is the largest and most prestigious research conference in our field. The research conducted by my research assistant will also be presented at the Mid-

Western Educational Research Association. The Doctor of Education program greatly benefits from the inclusion of our research at national conferences such as the American Educational Research Association as it increases our research credibility and notoriety. In turn, this provides us with greater interest by prospective students.

College (Connect to the Strategic Goals)

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BENEFIT TO THE COLLEGE: The graduate research assistant will benefit the College of Education by providing us with an opportunity to “invite students into a welcoming campus where they find their place and their calling and help others do the same” which is one of the Strategic Goals. The research conducted by the graduate research assistant will likely be presented at the American Educational Research Association. Again, this is the largest and most prestigious research conference in our field. The research conducted by my research assistant will also be presented at the Mid-Western Educational Research Association. The College of Education greatly benefits from the inclusion of our research at national conferences such as the American Educational Research Association as it provides us with greater interest by prospective students.

University (Connect to the Strategic Goals)

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BENEFIT TO THE UNIVERSITY: The graduate research assistant will benefit the University of Findlay by providing us with an opportunity to “invite students into a welcoming campus where they find their place and their calling and help others do the same” which is one of the Strategic Goals. Again, the research conducted by the graduate research assistant will likely be presented at the American Educational Research Association. This is the largest and most prestigious research conference in our field. The research conducted by my research assistant will also be presented at the Mid-Western Educational Research Association. The University of Findlay greatly benefits from the inclusion of our research at national conferences such as the American Educational Research Association as it provides us with greater interest by prospective students.

Evaluation- Please attach documents used for evaluation of this position

In addition to the attached document(s) describe the evaluation method(s) that will assess the activities defined for this position

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The graduate research assistant will be evaluated at the completion of each task based on the necessary requirements of the task. In addition, the graduate research assistant will be evaluated with the attached evaluation rubric each semester.

Describe the consequences if the student does not meet the parameters set for this position

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If the graduate research assistant does not meet the requirements (consequences) as set forth in the tasks and/or the evaluation rubric, the supervisor will meet with the graduate research assistant to develop a plan of action to meet the task requirements and/or the evaluation rubric. The plan of action will be provided to the graduate research assistant in writing and signed by the graduate research assistant and the supervisor. If the graduate research assistant still fails to meet the task requirements and/or the evaluation rubric as defined in the plan of action, the supervisor will contact the necessary university personnel to determine the next steps.

Attach the evaluation/rubric the faculty member will use to evaluate the student performance in meeting the parameters set for this position :

[2022ResearchAssistantEvaluationRubric.doc](#)

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