



Fall 2025 College of Education and Human Services Dean's Office

Job Title: Graduate Assistant

Hours: 10 hours a week from August 2025 through May 2026 (summer 2026 hours also available)

Wage/Salary: \$15.52/hr. and two 3 credit course waivers per semester

Employment Start Date: August 2025

Supervisor: Dean Jeannine Dingus-Eason

Responsibilities of the Graduate Assistant will include:

The graduate assistant (GA) in the College of Education and Human Services Dean's Office will work closely with the Dean and Dean's staff to support College-wide assessment and research initiatives on questions of retention, accreditation, academic achievement, student health and risk factors, and student success. The GA will meet weekly with the Dean or Dean's staff either remotely or in person. They will conduct focus groups, interviews, and/or other qualitative data collection procedures. They will analyze qualitative data and work with the Dean or Dean's staff to synthesize results. This will include summarizing data for lay audiences in tables, figures or graphics that are easy to understand and digest. Some work may involve designing and administering surveys through Qualtrics or other tools, building reports, figures, and tables, and other duties as assigned.

Hours

- 10 hours per week per semester with opportunity to continue into the spring and summer

Qualifications:

- Current enrollment in a Rider University graduate program
- Strong qualitative research skills and experience in or a willingness to learn focus group facilitation skills
- Excellent communication and interpersonal skills
- Proficiency with the following software: Excel, Word, Google Apps (Drive, Docs, and Sheets), and ability to learn other applications. Experience in other software (e.g. Access, Qualtrics, SPSS) a plus.
- Strong organizational skills and ability to work independently
- Ability to work with thorough attention to details and to follow through on tasks in a timely manner

Compensation

- Renewable on semester to semester basis dependent upon performance, budget review, and continued enrollment in graduate program.
- \$15.52 per hour
- 3 credits tuition reimbursement per semester