Office of University Writing
Research Assistantship

Assistantship Title: Research Assistant to the Office of University Writing

School/Program Preference: Higher Education, Adult Education, English, Psychology, Marriage and Family Therapy, Human Development, Sociology, or related fields, PhD students preferred

Office/Department: Office of University Writing/ Provost Office
Contact Name: Dr. Margaret J. Marshall, Director of University Writing
Contact Email: mmarshall@auburn.edu
Contact Phone: (334) 844-7475
Office Website: www.auburn.edu/writing

Length of Assistantship: One year, preferably beginning in summer. This is a 12 month, .35 (15 hours/week) position. The stipend is $18,750, paid on a monthly schedule, and includes a full tuition remission. Renewal, so position is not available every year.

Position Description

The Research Assistant to the Office of University Writing provides support for the Office’s longitudinal study. We are especially interested in those with long-term career interests in higher education, organizational change, writing program administration, teaching and faculty development, and qualitative research methods.

The successful candidate should have strong managerial skills and some familiarity with qualitative research. Those with knowledge of statistical analysis, SharePoint, IRB processes, transcription, and/or focus group interview methods will be preferred.

Responsibilities may include:

1. Train with the Senior Research Assistant in all aspects of the Office of University Writing (OUW)’s longitudinal research study.
2. Assist with managing documents, transcribing and analyzing interviews, and preparing documents for IRB renewals.
3. Participate as necessary in document coding and analysis, consenting students and faculty, video recording of classroom sessions, and focus group interviews with students.
4. Assist with identifying opportunities for external funding and writing grant applications.
5. Participate in proposals for conferences and publications that make the research public.
6. Participate in other OUW activities as necessary.

To APPLY: Send letter of interest and c.v. with contact information for at least two professional references to mmarshall@auburn.edu. Position opened until filled. Review of applications begins March 15 WHEN POSITION IS AVAILABLE.