

**Work-Study Position 2018-2019**

**Job ID:** 0000000795  
**Type of Job:** Research Assistant  
**Job Title:** Undergraduate Research Assistant  
**Work Location:** Varies  
**# of Positions:** 20      **Term(s) Job Available:** Academic Year  
**Hourly Pay:** \$10.00      **Average Hours per Week:** 7  
**Student may have to work:** Days, Evenings, Weekends

**Employer:** NC State University  
**Department:** Undergraduate Research

**Supervisor:**      **Name:** Heather King  
                         **Emplid:** 000406224  
                         **Email:** hking@ncsu.edu  
                         **Phone:** 919/513-0095  
                         **Address:** Academic Programs and Services  
                         Box 7105  
                         NCSU Campus  
                         Raleigh, NC 27695

**Payroll Contact:**      **Name:** Heather King  
                         **Emplid:** 000406224  
                         **Email:** hking@ncsu.edu  
                         **Phone:** 919/513-0095

**Job Description and Any Special Skills:**

**Objective:** The Research Assistant Federal Work Study position is an appointment under the Office of Undergraduate Research. Under the supervision of a faculty member conducting the research project, the Research Assistant is responsible for assisting the faculty member in a variety of non-administrative tasks which may include preparing resources, equipment, materials for the research, documenting results, etc in support of the research activities. Research projects/scholarly endeavors should be directly related to the student's area of study or ideally lead to a thesis. The supervising faculty is responsible for providing ongoing feedback and a formal assessment at the conclusion of the FWS assistant. **Typical Duties:** The research principle (supervising faculty) who determines the research goals to assist in the preparation for and achievement of the research goals which may include, but not limited to, the following and/or other duties specific to the research objectives: \*Research and collects data through complex techniques and procedures, library research, structured interviews or other project specific methodology. \*Interprets, synthesizes and analyzes data. \*Schedules, organizes and reports on status of research activities. \*Plans and modifies research techniques, procedures, tests, equipment or software management. \*Writes and edits materials for publication and presentation. \*Meets with faculty supervisor on regular basis to maintain ongoing communication regarding the quality of the assistant's performance. \*Performs other related duties as required. **Qualifications:** Education/Experience Current enrollment as an undergraduate at NC State University and eligible for Federal Work Study. Open to all majors and disciplines. **Skills/Abilities:** Subject knowledge and oral/written communication skills to discuss and document research progress. Ability to work independently, accurately and to problem solves technical and methodological issues that arise during the course of the research. Strong

organizational and interpersonal skills.

**Departmental Project ID:**

UG RSRCH PROGRAMMING  
SUPPORT

**Federal Work-Study Project ID:**

**Processing Status:**      Approved

**Effective:** 5/1/2018