



POSITION: Graduate Assistant

CLOSING DATE: July 20, 2015

DEPARTMENT: Institute for Governmental Service and Research (IGSR)

STARTING SALARY: 12-month graduate stipend based on level with tuition remission and health benefits

DUTIES: Provide research assistance in data collection, data management, and statistical analysis for Institute projects designed to inform and improve policy, operations, and outcomes in the delivery of state and local services. Established in 1948, IGSR is dedicated to the University of Maryland's public service mission and located in its Division of Research. Graduate assistants work under the direction of senior researchers and project managers in a variety of areas, including: public safety, public health, justice administration, organizational effectiveness, leadership and governance, fiscal management, and land use and growth management. Responsibilities will include: data collection; data cleaning; transforming small and large datasets with multiple variables; recoding variables; computing new variables; and performing multivariate statistical analyses. Other duties may involve conducting literature reviews and synthesizing information from a variety of sources, including contact with individuals working in the field, into oral and written reports and memos.

QUALIFICATIONS: The successful candidate must: (1) be enrolled in an accredited UMCP graduate program in any of the following areas: behavioral or social science, evaluation or quantitative methods, public health or education, public policy or administration; (2) possess strong analytical, writing, and interpersonal skills; (3) have experience in data management and multivariate statistical analysis using SPSS, STATA, or SAS; (4) show proficiency using PC, Internet, and MS-Office applications; (5) have a valid driver's license and be willing to travel within Maryland (having an automobile is not necessary); and (6) be able to manage graduate-level coursework along with assistantship responsibilities. In addition, the ideal candidate is a reliable self-starter who is not only capable of multi-tasking, but also detail-oriented, enthusiastic, and flexible.

TO APPLY: Please send resume, letter of interest, and names and telephone numbers of three professional references **by Monday, July 20, 2015** to: HR Coordinator, Institute for Governmental Service and Research, 4321 Hartwick Road, Suite 208, College Park, MD 20742-3225. Electronic submissions can be sent to igsr@umd.edu with subject "GA position." The University of Maryland is an equal opportunity affirmative action employer. Minority and women candidates are encouraged to apply.