



**INSTITUTE FOR
GOVERNMENTAL
SERVICE AND RESEARCH**

POSITION: Graduate Assistant

CLOSING DATE: Open until filled

DEPARTMENT: Institute for Governmental Service and Research (IGSR)

STARTING SALARY: 12-month, half-time (10 hrs/wk) graduate stipend based on level with tuition remission and health benefits

DUTIES: Provide research assistance in data collection, data management, and data analysis for Institute projects designed to inform and improve policy, operations, and outcomes in the delivery of public services. Established in 1947, 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 areas such as: public health and safety, justice administration, leadership and governance, and health information technologies. Graduate assistants can be involved in: collecting, cleaning, entering, coding, and analyzing data; conducting literature reviews and synthesizing information from a variety of sources; performing qualitative, quantitative, and/or mixed methods data analyses; writing proposals, reports, articles, and briefing papers; developing training and other materials; maintaining grant databases, updating websites, and archiving files; and supporting senior staff.

QUALIFICATIONS: The successful candidate must: (1) be enrolled in an accredited UMD graduate program in any of the following areas: behavioral or social science, public health or education, public policy or administration; (2) possess strong analytical, writing, and interpersonal skills; (3) show proficiency using PC, Internet, and MS-Office applications; (4) have a valid driver's license and be willing to travel within Maryland (having an automobile is not necessary); and (5) be able to manage graduate-level coursework along with assistantship responsibilities. Work experience in applied research, program evaluation, or in a related field; in state or local government; or in community settings, organizations, or nonprofits is a plus. Experience in MAXQDA or other qualitative data management software and/or STATA or equivalent statistical software is also a plus, as is foreign language skills. The ideal candidate is a reliable self-starter who is not only capable of multi-tasking, working collaboratively with a team, and interacting sensitively and professionally with individuals from diverse backgrounds, but is also detail-oriented, enthusiastic, and flexible.

TO APPLY: Please send resume, letter of interest, and names and telephone numbers of three professional references via electronic submission to igsr@umd.edu with the subject line "GA position." The University of Maryland is an equal opportunity affirmative action employer. Minority and women candidates are encouraged to apply.