GONZAGA UNIVERSITY
JOB DESCRIPTION

Research Assistant
(Graduate Student Position)
School of Professional Studies

JOB PURPOSE:
Research support position for the Faculty of the Department of Organizational Leadership and/or
Department of Communication and Leadership Studies.

ESSENTIAL FUNCTIONS:

- Analyzes verbal or statistical data to prepare reports and studies for use by professional workers
- Searches sources, such as reference works, literature, documents, newspapers, and statistical
  records to obtain data on assigned subjects
- Analyzes and evaluates applicability of collected data
- Prepares statistical tabulations, using calculator or computer
- Writes reports or presents data in formats such as abstracts, bibliographies, graphs, or maps
- May interview individuals to obtain data or draft correspondence to answer inquiries
- Create an enthusiastic, respectful environment.
- Serves as an advocate for the department and school with internal and external communities.
- Astute attention to details including a pride in work done accurately and efficiently.

SUPERVISION:
This position reports to the designated Faculty and to Connie Caddis, Recruitment and Enrollment
Specialist.

MINIMUM QUALIFICATIONS:

- Full matriculation into either the MA in Organizational Leadership program or the MA in
  Communication and Leadership Studies program.
- Proficiency with technology including word processing, spreadsheets, database, keyboard and
  graphic design packages leading to the development of select brochures.
- Strong organizational skills.
- Astute attention to confidentiality.
- Excellent grammar, spelling, and verbal communication skills.
- Stellar people skills.
- Ability to work respectfully, effectively and efficiently with faculty, staff and student
  workers.