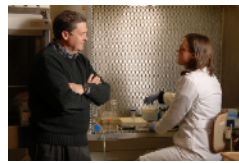




DATA AND OFFICE ASSISTANT



FEDERAL WORK STUDY RESEARCH ASSISTANTS



SOCIAL MEDIA & COMMUNICATIONS OFFICE ASSISTANT



OUR AMBASSADORS

STUDENT EMPLOYMENT OPPORTUNITIES



The Office of Undergraduate Research (OUR)

has several student employment opportunities available for undergraduate students during the 2020-2021 academic year.

Data and Office Assistant (PEP)

Data and Office Assistant Job ID #123575

Work Location: Hill Library and Virtual

Hourly Pay: \$11.00

Average Hours per Week: 6-8

Term: Academic Year

DEADLINE TO APPLY: August 1, 2020

Data Assistant (75%): This position will be responsible for developing and analyzing a retrospective database of student participants in programs provided by the Office of Undergraduate Research (OUR). The analysis will focus on the outcomes of students post graduation and include cost/benefit approach. Student demographics will also be evaluated to determine if there are any trends.

- Use formulas, filter tools and pivot tables to validate and reformat data in Excel spreadsheets
- Create pdf files from Word and Excel
- Use Qaultrics data to look for trends and report on those trends
- Create and update database using FileMaker Pro
- Create GIS mapping

Student is not required to know all programs listed but would need to be able to learn the systems easily and quickly.

Office Assistant (25%): This position will also assist the office in scanning documents, shredding, event assistance, as well as general office work assigned.

Flexible schedule within the hours of 8a-5p Monday - Friday, plus occasional hours for events between 4-7p. Mix of remote work and in office.

UNDERGRADUATE STUDENTS ONLY: This position is for NC State University undergraduate students enrolled during the 2020-2021 academic year.

Students may find more information and apply online through the [e-pack system](#).

PEP positions are open to any NC State University undergraduate student.



The federal work-study (FWS) program offers students the opportunity to work part-time to help cover college expenses. FWS is awarded to students who demonstrate financial need and meet certain eligibility requirements.

Students can only participate in one WORK-STUDY position at a time. Students can, however, hold other NON-work-study jobs at the same time. Please contact [your financial aid counselor](#) if you have questions about work-study or your financial aid package.

OUR FWS Research Assistant

Federal Work Study Job

Type of Job: Research Assistant

Work Location: Varies

Hourly Pay: \$10.00 (up to the maximum of the student FWS award)

Average Hours per Week: 6-8

Term: Academic Year

DEADLINE TO APPLY: October 1, 2020

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 will be directly related to the student's area of study, interests and/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: Current enrollment as an undergraduate at NC State University and **MUST eligible for Federal Work Study**. [The FWS program requires student to be US Citizen] 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.

Students may find more information and apply online through the OUR website: go.ncsu.edu/ourfwsra

Social Media and Communications (FWS)

Federal Work Study Job

Type of Job: Miscellaneous

Work Location: Hill Library and Virtual

Hourly Pay: \$10.00 (up to the maximum of the student FWS award)

Average Hours per Week: 6-7

Term: Academic Year

DEADLINE TO APPLY: September 1, 2020

The student will work closely with staff members in the Office of Undergraduate Research (OUR) to compose news stories, social media threads, and video stories. He/she may also write pieces for the office's website and other marketing materials.

Students applying for this position must have strong writing and editing skills. They also need to be adept at communicating with others and must be comfortable conducting interviews with students, faculty, and alumni.

The student must be able to work independently, meet deadlines, and be detail-oriented.

A general knowledge of photography and a thorough knowledge of social media such as Facebook, Twitter and Instagram is required. Video editing and Word Press experience is a plus.

Current enrollment as an undergraduate at NC State University and **eligible for Federal Work Study**.

Students may apply at: [OUR Social Media and Communications Application](#)

Undergraduate Research Ambassador [Peer Mentor]

Type of Job: Student Services

Work Location: Hill Library and Virtual

Hourly Pay: \$14.00

Average Hours per Week: 5-7

Term: Academic Year

DEADLINE TO APPLY: August 15, 2020

The Office of Undergraduate Research (OUR) is hiring undergraduate students with undergraduate research experience to provide peer mentoring to incoming and current NC State University undergraduate students interested in research. The OUR Ambassadors will

assist the office in promoting undergraduate research across campus within all disciplines to a variety of constituents.

Responsibilities:

- Attend and present at student organization and classroom talks, Experience NC, OUR Open House at Wolfpack Welcome Week, University Open House and other on campus events [currently events will be virtual]
- Hold office hours within the OUR where students will be able to stop in to talk and ask questions of the Ambassadors with regards to undergrad research
- Bridge mentor relations and build partnerships within their College
- Various other tasks will be available for students who are interested, such as serving on the peer review team for the statewide undergraduate research journal

Required Qualifications

- A current undergraduate student enrolled at NC State
- Be in good academic standing
- At least 1 full year of undergraduate research experience at NC State University
- Actively conducting research
- Commit to attending training

Qualities we are seeking:

- Good oral and written communication skill
- Ability to present effectively and communicate to varying audiences
- The ability to be self-motivated, friendly and relatable
- Willingness and ability to actively participate

Compensation:

- Students will receive \$14.00 per hour and will be hired as a university employee

Benefits:

- Experience in public relations (meeting people, public speaking, representing the OUR), which develops the skills and confidence vital to success in job interviews and career advancement
- Opportunity to work with and learn from DASA Administrators
- Broaden contacts among faculty, staff, students, and administration for help on campus and references upon graduation
- Opportunities to develop leadership skills
- Confidence through inspiring and motivating others

We ask that you provide a cover letter and resume/cv as part of this application. The OUR will be conducting interviews in August and will be looking to fill 5 positions. If you have any questions please feel free to contact Heather King in the OUR at undergraduate-research@ncsu.edu or 919-513-0095.

CUR [The Council on Undergraduate Research] defines undergraduate research as an inquiry or investigation conducted by an undergraduate student that makes an original

intellectual or creative contribution to the discipline. *Undergraduate research*—a term that encompasses scholarship and creative activity—is recognized as a high-impact educational practice that has the ability to capture student interest and create enthusiasm for and engagement in an area of study.

Students may find more information and apply online through the OUR website:

[Opportunities - OUR Ambassadors](#)