

Generic Sample Position Description

UNIVERSITY OF XXX {Project Name} Graduate Research Assistant

TITLE: {Project Name} Graduate Research Assistant (10-20 hours/week)

DIVISION: {College / Department of XXX}

REPORTS TO: Principal Investigator (Dr. XXX) and/or Co-Investigator {Professor XXX}

SUPERVISES: Undergraduate student interns and undergraduate student help

BASIC FUNCTION

Responsible as a member of a team for the development, delivery and evaluation of community-based programs as part of a USDA-funded nutrition assessment and outreach grant targeting limited income populations. Conducts applied research and community-based nutrition education as part of a regional USDA SNAP-ED nutrition education project.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conduct community-based nutrition and risk assessment with targeted populations.

Develop, deliver and evaluate nutrition education and outreach programs and materials.

Assist in the collection, management and analysis of qualitative and quantitative data related to program or subject assessment, education and evaluation efforts.

Compile local, state and federal reports as required.

Serve as the nutrition information liaison to clinical, social-service, housing and other agencies and institutions serving limited income populations; assists SNAP-ED PI in the identification of potential community partners and in partnership development.

Supervise undergraduate program personnel.

Manage operational and infrastructure needs of the SNAP-ED laboratory, including ordering, purchasing, inventory, equipment maintenance, student personnel scheduling, scheduling community nutrition programs and program follow-up.

OTHER DUTIES AND RESPONSIBILITIES

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT

Desktop and laptop computers; body composition tools; Microsoft Office/Publisher, Quark Publishing, Nutritionist V software, SAS, SPSS.

ENVIRONMENTAL CONDITIONS

This position is not substantially exposed to adverse environmental conditions.

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QUALIFICATIONS

Required:

- Full-time graduate student at the University of XXX
- Bachelor's degree in nutrition, health or related field with a passion for community-based health education or nutrition education, or master's degree in nutrition, health or related field
- Excellent communication skills (verbal and written)
- Excellent interpersonal skills and an interest in working in and supporting teams
- Computer skills, including the use of publishing software, such as Quark Publishing or Publisher and nutrition analysis software
- Demonstrated understanding of health and demographic data and data management
- Experience using body composition tools
- Ability to organize, coordinate and supervise/evaluate undergraduate student workers
- Driver's license
- Interest in food preparation and recipe development

Preferred:

RD Eligible or RD status; experience using Nutritionist V software, SAS/SPSS; demonstrated analytical skills or potential; experience in community-based nutrition education and applied research; previous work with, and knowledge of, limited income audiences; demonstrated ability to write for lay audiences; supervisory experience; ability to speak Spanish.

EXPECTATIONS

- The University is open for business at 8:30 am and so are we
- The work may also need to be accomplished on weekends, before 8:30 am and after 4:30 pm. A phone chain in the event of absence from work will be utilized
- Staff schedules are posted monthly, including due dates for educational materials and dates for program delivery and evaluation
- Attendance at regular SNAP-ED Lab Team Meetings and training sessions is mandatory
- Creativity and entrepreneurship is valued
- Our successful team is built on transparency, respectful communication, inclusivity, honoring personal boundaries, assuming responsibility, supporting and fostering the growth of all team members, supporting and fostering the health of the communities and people we serve
- Performance goals will be set in a conversation with the PI and will be re-visited each month
- A formal (in person with written summary) performance evaluation will occur at the close of each semester (and/or summer)
- SNAP-ED GRAs will track their laboratory work responsibilities in tandem with their MS thesis or PhD dissertation work (for Federal reporting)
- SNAP-ED Team members celebrate each other's successes
- GRAs are role models for undergraduate student staff and are expected to serve as positive and accessible mentors
- All team members must dress professionally (casual, neat) and own a clean lab coat

**ALL REQUIREMENTS AND EXPECTATIONS ARE SUBJECT TO POSSIBLE MODIFICATION TO
REASONABLY ACCOMMODATE INDIVIDUALS
WITH DISABILITIES**