

Bowie State University Federal College Work-Study Position Description

Title: *Research Assistant Intern*

Department: Center for Research and Mentoring of Black Male Students and Teachers (CRM-BMST).

Department Approval By:

Date: January 15, 2023

REPORTS TO: Director, Center for Research and Mentoring of Black Male Students and Teachers (CRM-BMST).

PURPOSE: The Research Assistantship under the direction of the Director for the Center for Research and Mentoring of Black Male Students and Teachers a regular faculty member who conducts research projects. The Research Assistant is responsible for assisting the faculty member in a variety of non-administrative tasks which may include preparing resources, and materials for the research, documenting results, etc. in support of the Centers research activities. Research projects should ideally lead to a thesis, whitepaper, publication or be directly related to the student's area of study. The research project is intended to provide the opportunity to learn proper research procedures and techniques. The supervising faculty is responsible for providing ongoing feedback and a formal assessment at the conclusion of the assistantship.

DUTIES & RESPONSIBILITIES:

- 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.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

The applicant should have 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 research. Ability to apply sound research techniques, methodology and logical critical analysis. Strong organization and interpersonal skills.

MINIMUM TRAINING & EXPERIENCE: General awareness of historical and existing research methodologies.

CONDITIONS OF EMPLOYMENT: Applicant must meet all requirements establish by BSU to secure Work Study position

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