

Air University Graduate Research Assistant (GRA) Job Description

These graduate research assistant (GRA) positions (2) will report to Laura Parson, Assistant Professor of Higher Education at North Dakota State University. These roles are to act as research assistants for the sponsored program working with Air University to design, execute, and evaluate a Quality Enhancement Plan (QEP) as a part of Air University's re-accreditation. GRAs will gain experience conducting qualitative and quantitative research, conducting program assessment evaluation, redesigning Air University's leadership curriculum following a decolonial approach to curriculum design, conducting survey analysis, engaging in the scholarly publication process, and working with Air Force civilian university leadership. One position will work primarily on curriculum mapping, program and course design, and program evaluation. The second position will focus on quantitative assessment data analysis and survey design. Both positions will be responsible for literature reviews, scholarly writing, and qualitative data collection and analysis.

The person in this position may be responsible for the following tasks: assisting with ongoing higher education research, file/resource management, coordinating aspects of program evaluation (e.g., data collection), conducting academic needs assessments, and presenting research findings to military and civilian leadership. Assistance with ongoing research might include searching for and summarizing existing research (i.e., literature reviews), conducting or assisting in conducting data analysis, transcriptions, field notes, and writing reports and manuscripts.

Required qualification and skills:

- Master's degree in higher education, instructional design, or a related field
- Experience conducting literature searches and writing literature reviews
- Basic knowledge in the processes of conducting qualitative or quantitative research
- A commitment to learning about and promoting social justice and equity in higher education

Desired qualifications and skills (not required):

- Knowledge of military organizational structures and terminology
- Experience conducting a qualitative or quantitative study
- Knowledge of leadership scholarship, particularly through a social justice lens
- Coursework or experience with curriculum design, program evaluation, and case study development

This position will be for .50 FTE, on 12-month basis (including Fall, Spring, and Summer semesters). The position includes a tuition waiver and monthly stipend. Reappointment to this position will be determined each semester based on performance and funding availability.

It is not required that you are a current NDSU doctoral student to apply; however, you will be required to be admitted to and enroll in a NDSU College of Education doctoral program to begin this role if you are hired.

Applications are due June 30. To apply, please send your CV and a cover letter detailing your interest and qualifications to Laura Parson (laura.parson@ndsu.edu). Your cover letter should indicate which of the two positions you are interested in (program design or quantitative research).