



Graduate Assistant: College of Education Office of the Dean

About the Position

The College of Education seeks a motivated and detail-oriented Graduate Assistant to support the Office of the Dean. This position provides a unique opportunity to engage in meaningful research and administrative tasks, contributing to the strategic goals of the College while building professional skills in a higher education environment. This position is 20 hours per week for Spring 2025.

Key Responsibilities

Research Support

- Conduct literature searches and reviews to support College initiatives.
- Assist in data collection, organization, and analysis for research projects.
- Compile reports and synthesize findings to inform decision-making and strategic planning.
- Support grant-writing activities by gathering data and drafting sections.

Administrative Support

- Assist with day-to-day operations of the Office of the Dean.
- Prepare reports, presentations, and documentation to support College activities.
- Organize meetings, maintain records, and provide logistical support for projects.

Project Coordination

- Collaborate on initiatives that align with College priorities
- Engage with administrators, faculty, staff, and other stakeholders to facilitate research-related activities.

Qualifications

Required:

- Enrollment in a graduate program at East Carolina University.
- Strong organizational and analytical skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

Preferred:

- Experience with research methods and data analysis tools
- Familiarity with academic writing and citation management tools
- Ability to work independently and collaboratively in a professional setting.

How to Apply

Interested candidates should submit the following to Ms. Quiana Coston at costonq19@ecu.edu by December 13th, 2024. Please note that applications will be reviewed as they are received.

- A cover letter detailing interest and relevant experience.
- A resume or CV.
- Contact information for two professional or academic references.