



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 Federal Work Study (FWS) and Non- Federal Work Study positions available for undergraduate students during the 2019-20 academic year.

Data and Office Assistant (PEP)

Data and Office Assistant Job ID #112970
Office of Undergraduate Research (OUR)
Work Location: 2229 Broughton Hall
Hourly Pay: \$10.00
Average Hours per Week: 6-7
Term: Academic Year
DEADLINE TO APPLY: August 1, 2019

This undergraduate research position will be responsible for developing and analyzing student data from the GPS advising system and updating information from the database of student participants in programs provided by the Office of Undergraduate Research. Analysis of the combined data will focus on the outcomes of students post graduation and include a cost/benefit approach. Experience with statistical analysis software required. (60%) This position will also serve as an office assistant providing clerical office support to the office staff. (40%)

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

OUR FWS Research Assistant

Federal Work Study Job ID: 0000000795
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: September 30, 2019

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/

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.

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 **eligible for Federal Work Study**. 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](http://go.ncsu.edu/ourfwsra)

Social Media and Communications (FWS)

Federal Work Study Job ID: 0000000968

Type of Job: Miscellaneous

Work Location: 2229 Broughton Hall

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 30, 2019

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 (FWS and Non-FWS)

Type of Job: Student Services

Work Location: 2229 Broughton Hall

Average Hours per Week: 6-7

Term: Academic Year

Both FWS and Non-FWS Opportunity

DEADLINE TO APPLY: August 19, 2019

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
- 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 on Saturday August 24, time TBD

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

Stipend/Pay:

- Candidates who are eligible for Federal Work Study will be hired as a work study bi-weekly student employee.
- Those students who are not FWS eligible will be provided a stipend of \$300 per semester.

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 mid-late August and will be looking to fill 5-10 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](#)