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GEORGIA SOUTHERN UNIVERSITY

Center for Business Analytics and Economic Research

## **RESEARCH ASSISTANTSHIP ANNOUNCEMENT**

Fall 2024-Spring 2025

Position Start Date: August 1, 2024

### **Position Summary:**

Research Assistants will assist with data collection, data analysis, and report preparation on projects that include economic impact analysis, demographic analysis, business trend research, workforce development, feasibility studies, surveys, and secondary data analysis. Research Assistants will primarily work with the Center for Business Analytics and Economic Research (CBAER), a division of GS Innovate and partner to the Business Innovation Group (BIG), but they may also be asked to assist other partner departments on an as-needed basis. A successful candidate should have an interest in economic development and community planning.

### **Responsibilities**

- Process data
- Analyze trends
- Research topics and take careful notes
- Create proper citations
- Work independently and follow detailed instructions
- Collaborate with team members and help promote a healthy work environment
- Create data tables and graphs to organize data
- Assist in collecting data through web research and in-person surveying
- Contribute to report writing

### **Knowledge, Skills & Abilities:**

- Effective written and verbal communication skills
- Self-motivated and self-starter
- Organizational skills and attention to detail
- Able to focus on more than one project at a time

- Demonstrate ability to work on projects individually or within a team
- Proficiency with basic computer programs including Microsoft Word and Excel
- Willingness to learn about new economic development policies and programs
- Interest in learning about the research process and report writing
- Ability to work with diverse populations
- Demonstrate time management skills to complete work assignments and meet deadlines

#### *Preferred Knowledge, Skills and Abilities:*

- Experience in preparing research reports/papers in a workplace setting
- Conducting research using multiple, credible sources
- Familiarity with some of these programs: Word, Excel, Adobe Photoshop, Microsoft Publisher, SPSS, SAS, and ArcGIS
- Undergraduate internship experience is a plus

#### *Eligibility*

- An undergraduate degree is required in one of the following areas: Economics, Political Science, Business Administration, Psychology, Mathematics, Statistics, Public Health or a related field.
- Applicants must be enrolled full-time in one of the following programs in the Fall of 2024: Master of Science Applied Economics, Master of Public Administration, Master of Science Mathematics, Master of Public Health, Master of Psychology, Master of Social Science, or a related field.
- Graduate Assistants must be registered for a minimum of 9 credit hours of coursework for fall and spring semesters within the program of study throughout the period of the assistantship.
- Graduate Assistants maintain a cumulative graduate GPA 3.0.
- Graduate Assistants will be required to work 20 hours per week in an office environment at the Georgia Southern University City Campus in downtown Statesboro.
- This is a one-year position with a possible extension. Graduate Assistants will be expected to work in the 2024-2025 academic year.
- For more information on Graduate Assistantship eligibility, please visit <https://cogs.georgiasouthern.edu/new-current-students/graduate-assistantships-information/>

#### *Required Applicant Documents*

Please send resume and cover letter to Ben McKay at [bpmckay@georgiasouthern.edu](mailto:bpmckay@georgiasouthern.edu). If you have any questions, please email or call Mr. McKay at 912-478-5033.