



THE RESEARCH FOUNDATION

The State University of New York

ANNOUNCEMENT OF VACANCY

Applications are invited for consideration for appointment to the following position with the Research Foundation at the University at Albany:

Budget Title:	Research Assistant	
Descriptive Title:	Research Assistant	Posting No.
Department:	Office of Graduate Studies NSF-AGEP	
Salary Range:	\$10,000-\$13,000	Grade:

Description of Duties: Prepare reports, analyze data, develop and coordinate events, respond to inquires from students and faculty, research, marketing, attend meetings, draft correspondence, and other duties as assigned.

Minimum Qualifications: Must possess excellent computer /word processing skills, knowledgeable of Outlook, Excel, Publisher, Word, Mail merge, and RedDot. Good oral/written communication skills, well organized, flexible, self-motivated, and good interpersonal skills. Sensitivity to and an appreciation of working with individuals from diverse cultural backgrounds is required.

Preferred Qualifications:

- Excellent computer skills.
- Fluent with Microsoft Word, PowerPoint Excel and Publisher (MS-Office 2007).
- Strong web design skills.
- Basic knowledge on academic marketing strategies.
- Impressive office and phone skills.
- Excellent quantitative and qualitative data collection skills.
- Possess excellent organizational and interpersonal skills (especially when dealing with diverse cultural background).
- Somewhat flexible schedule, including occasional weekends during mid-April.
- Possess the ability to work independently and diligently.
- Excellent oral and writing skills.
- Event planning skills.
- Assist in designing and implementing an annual science-based conference for undergraduate and graduate students.

- Ability to respond to queries and office requirements when Director is out-of-town.

Special Notes:

One position is available, immediately beginning on mid-May. Two positions are available for the academic year 2009-2010. Positions will begin on Mid-August. Positions contingent upon continued funding and employee performance. Interested applicants must be U.S. Citizens and full-time graduate students to be considered for the position.

Benefits:

- Paid tuition based on academic requirements
- Cobra/POMCO Health Insurance
- Stipend: \$10,000 master student / \$13,000 doctoral student.

Persons interested in the above position should submit a resume/C.V. along with a cover letter and Research foundation Application to:

Name:	Dr. Betty P. Shadrick
Title:	Director of Graduate Student Diversity
Address:	1400 Washington Avenue, UAB 124
	Albany, New York 12222
Telephone:	442-3899
Email:	bshadrick@uamail.albany.edu

Closing date for receipt of applications: Friday, May 13, 2009 or until position is filled

The Research Foundation of SUNY is an EO/AA/IRCA/ADA employer.