



## **GRADUATE STUDENT OPENING**

**Title:** Research Project Assistant

**Department:** Professional Development Program / Public Service Workshops Program (PSWP)

**Exempt/Non-exempt:** Exempt; biweekly rate

### **JOB SUMMARY**

The incumbent will provide assistance to staff of the Public Service Workshops Program (PSWP), a professional development program for the New York State workforce employed in Management/Confidential and Professional, Scientific and Technical titles. PSWP is a joint labor-management program funded through the NYS Office of Employee Relations. The incumbent will assist with a statewide program that brings together the needs of state government and the public workforce through the development and delivery of training initiatives.

### **ESSENTIAL FUNCTIONS**

- Develop forms and programs in Excel and Access to assist in data collection and analysis.
- Assist in reviewing procedures and materials for various program routines and suggest opportunities for improvement.
- Assist workshop developers in environmental scanning efforts, including reviewing and organizing articles/news items and writing summaries.
- Assist in creating form letters and other standardized documents.
- Assist with tasks related to revision of materials and support of training delivery.
- Other duties as assigned to meet contractual obligations.

### **Other Functions**

- Participate in programmatic meetings as needed.
- Prepare information for programmatic reports utilizing varied sources of data.

### **MINIMUM QUALIFICATIONS**

1. Full-time University at Albany graduate student.
2. Excellent computer skills including Microsoft Office Suite, with superior level Excel skills.
3. Ability to work with a culturally diverse population.

### **PREFERRED QUALIFICATIONS**

- Experience with VBA programming.

**SALARY:** \$724.40/biweekly at 50% FTE (20 hours per week)

**TIMEFRAME:** Summer 2022, depending upon availability of funding.

To apply, please send an email with resume and cover letter to: Jim Bonville at [jbonville@albany.edu](mailto:jbonville@albany.edu). Please include the job title in the email subject line.

**NOTE:** Employment is with The Research Foundation for The State University of New York, a private, nonprofit, educational corporation that administers sponsored program activity for the University at Albany.

Federal law and regulations require notice to all prospective employees regarding crimes that have occurred on campus in the current three year period. Please refer to the following website for the complete Annual Security Report ("Clery Report"): <http://police.albany.edu/asr.htm> As an Equal Opportunity/Affirmative Action Employer, The Research Foundation for SUNY will not discriminate in its employment practices due to an applicant's race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law. The Research Foundation for The State University of New York, offers exceptional benefits such as healthcare, dental, vision, pension plans, competitive pay, generous paid time off, tuition assistance, life insurance and long-term disability insurance. The University at Albany offers a variety of performing arts, world class libraries, and competitive sporting events.