



NORTHWESTERN STATE

Institutional Review Board

Job Announcement

Posted: 2024.09.10

Position: Graduate Assistant

Organization: NSU Institutional Review Board (IRB)

Starts: January 6, 2025

The IRB Graduate Assistant will assist the Director with the operations of the Office. There will also be opportunities to learn about and participate in the work of the IRB, which supports the university's research work and protects the welfare and rights of human participants in research.

G.A. eligibility requirements:

- Enroll in and maintain good academic standing in an NSU graduate program;
- Available to work 20 hours per week for the spring 2025 semester;
- Work in the NSU IRB Office on the Natchitoches campus.

Minimum job qualifications:

- Organized;
- Detail-oriented;
- Completes all work in a timely manner;
- Skills in basic computer tasks (e.g., email; Microsoft Word; Teams)

Preferred qualifications:

- Willingness to learn advanced computer skills (e.g., video production);
- Professional/personal interest in the activities, practices, and/or administration of university-based research programs.

To apply:

Applicants must complete the Application for Graduate Assistantship form, located on the NSU Graduate School website (<https://graduateschool.nsula.edu/>; see the "Graduate Assistantship" section on that page). Send the completed form to the Graduate School Office by email (grad_school@nsula.edu).

NOTE: G.A. candidates must also apply to and be accepted for admission in the NSU Graduate School and enroll in at least nine credit hours of graduate-level coursework for the spring 2025 semester. (Summer term requires enrollment in six credit hours.)

Interviews for the G.A. position will be held in October, 2024; the final selection will be made no later than November 15, 2024.

For more information, contact Dr. Jim Mischler, IRB Director: irb@nsula.edu (email) or 318-357-5228 (office phone).