

JOB DESCRIPTION

GRADUATE RESEARCH ASSOCIATE

Compensation:

The Graduate Research Associate will receive a \$18,000 stipend, health insurance, and a tuition waiver.

Hours:

20 hours per week from January - December (Monday - Friday, four hours per day)

The Executive Office will be closed when the University is closed. Vacation Time: One Week in the Summer

Duties:

- A. Serve as liaison between the Society's members, the Executive Officer and the Administrative Officer. Receive and answer calls in the Executive Office.
- B. Provide basic clerical support including: preparation of letters, open and forward mail to Administrative Officer, access the database regarding membership inquiries, preparation of deposit slips, preparation of monthly membership reports, mailing lists, and other related tasks.
- C. Maintain the Society's membership records using Microsoft Access.
- D. Update the Society's website.
- E. Communicate with the University of California Press regarding the journal *Social Problems*.
- F. Provide support for division newsletters and elections within the Society.
- G. Assist the Administrative Officer at the Annual Meeting and work registration.

Qualifications:

- A resident graduate student in good standing in the sociology program.
- A two (2) year commitment is preferred.
- Excellent interpersonal skills particularly in dealing with people by phone and email – ability to deal graciously with difficult, demanding people.
- Honest, dependable, hardworking even when tasks are routine or boring, and able to work independently or with supervision.
- Ability to handle the constraints of working 20 hours/week throughout the year as well as the demands of the graduate program.
- Typing proficiency and knowledge of Corel Word Perfect, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publisher, FrontPage and/or HTML programming, and Web design (training can be provided).