Description: The administrative graduate research assistant works with the Kenny A. v Deal Monitoring Project Manager in the Center for State and Local Finance to facilitate the completion of project deliverables.

Duties include but are not limited to:

- Process and maintain project case review forms
- Prepare datasets for processing and analysis
- Enter supplemental data to case review datasets
- Comply with and maintain case review data according to confidentiality requirements
- Attend and take notes at monthly DFCS agency meetings
- Assist project manager as needed with additional administrative project needs

Date Range: March 1, 2017 – April 24, 2017 with opportunity to extend through the summer and fall dependent on performance

Hours: 20 hours a week

Pay: $2,400 (although there will be no tuition waiver for spring, if extended, tuition will be waived for summer and fall)

Minimum Qualifications:

- Enrolled as master’s student at Georgia State University in the social work or public administration field or obtaining a master’s degree with a concentration/research interest in public/human services or work with vulnerable populations (children & families)
- Microsoft Office Suite experience (Excel, Word, and PowerPoint)
- Excellent communication and organizational skills; sharp attention to details

Preferred Qualifications: Work/internship experience working with children & families (e.g. child welfare, juvenile justice, counseling, etc.) and strong working knowledge of a statistical software application(s) (Excel, SPSS, or SAS) are a plus.

Application: Apply at https://aysps.wufoo.com/forms/pg0yuoj0z7hhef/ by February 19, 2017.