



GRADUATE RESEARCH ASSISTANT POSITION OFFICE OF MICHIGAN PUBLIC SCHOOL FINANCE

Project Description:

The Office of Michigan Public School Finance (MiPSF), led by Dr. Phillip Caldwell, II, at Eastern Michigan University seeks to explain racism's persistence specifically related to public school funding policy, practice, and educational disparities in Michigan. Research in the Michigan Office of Public School Finance is made possible with the generous support from the [John W. Porter Distinguished Chair in Urban Education](#) and the [Michael G. Morris Endowed Chair for Outstanding Faculty Members](#) by the College of Education at Eastern Michigan University.

Position Description:

MiPSF is currently seeking Graduate Research Assistants to work with the team on several components of the research project.

The Graduate Assistant must have excellent organizational skills and work well with others. The assistant may be responsible for:

- Participating in research team meetings
- Reviewing relevant literature
- Coordinating and conducting advisory group meetings
- Recruiting and/or interviewing study participants
- Maintaining accurate records of interviews
- Design of Infographics/Visual Aids
- Participating in the creation of case studies
- Providing ready access to all data for the faculty researcher and/or supervisor
- Managing and responding to project related emails
- Summarizing project results
- Preparing progress reports for the team
- Preparing articles, reports, and presentations
- Prepares materials for HSRB (Human Research Subjects Board) review
- Performing other related duties as assigned

Qualifications: Must be interested in issues of diversity, equity, inclusion and social justice. Must have effective oral and written communication skills. Must be able to effectively communicate with students, parents, faculty, staff, community partners and potential corporate sponsors. Must be highly motivated and be able to work independently and in a group setting. Must be comfortable with a flexible work schedule.

If you are interested, please complete the the following application (you will be required to submit a CV and cover letter in the application)

<https://forms.gle/iToKMtJqCEGxx1F78>

If you have any questions, please contact Meaghan Polega mpolega@emich.edu