**Graduate Research Assistantship (GRA) Opportunities at the Institute for Social Research (ISR)**

**About the ISR:** The Institute for Social Research (ISR) was founded in 1989. Since its inception, it has completed more than 75 funded studies for over 50 federal, state and local agencies and organizations. Its experienced professional research staff and knowledgeable faculty associates have allowed the ISR to develop a reputation for producing very high quality research.

Working at the ISR is a great resume builder! Graduate students gain an in-depth knowledge of carrying out applied research and acquire a skill set that is invaluable whether the individual is interested in working in research after graduation or is considering going on for a Doctorate. Throughout the years, a number of ISR GRAs have moved on to professional research positions.

**Project and Expected Duties:** Our GRAs work with the Institute’s professional researchers, faculty associates, fellow graduate students, and clients on a variety of applied research projects. Job responsibilities include: contributing to the preparation of research proposals, including work on research and sampling designs, completing literature reviews and online searches on various research topics, assisting in the construction of surveys, questionnaires and interviews, data entry and cleaning, undertaking data analyses under the direction of a Research Analyst or Faculty member, interviewing (including telephone and in-person interviews), assisting in focus groups and helping with the preparation of reports and presentations. In addition, GRAs may supervise undergraduate students during the data collection phase of a project.

**Location:** The ISR is located in the Adams Building, Suite 200 (upstairs) at 7750 College Town Drive, Sacramento, CA 95826. Our mailing address is 6000 J Street, Sacramento, CA 95819-6101. The GRA will have their own work cubicle and computer. This location is down the street from the Sacramento State campus. Free parking for GRAs is available during work hours.

**Expected hours:** The ISR is flexible when it comes to accommodating student schedules. Student Assistant work hours are to be on average less than 30 hours per work week (Sunday – Saturday). In applying this threshold, student work hours should generally be limited to 20 hours per work week when classes are in session and 40 hours per work week during school breaks.

**Expected hourly pay:** The current (Fall 2013) starting pay rate is $12.00 per hour; however, the ISR typically pays GRAs between $11 and $16 per hour, depending on the individual’s skills, experience and whether or not the individual supervises other students (such as telephone interviewers).

**Eligibility:** Eligible applicants must meet Sacramento State Graduate Assistant eligibility requirements including GPA, course unit, and other requirements which can be found at: [www.enterprises.csus.edu/human-resources/employees](http://www.enterprises.csus.edu/human-resources/employees). Successful GRAs demonstrate high proficiency in communication, analytic, and research skills.

Applications are generally accepted at the beginning of the semester; however, please check our website for updates (www.csus.edu/isr). For additional information, please contact: Patty Crosby, Associate Director of Operations at 916-278-5737 or pcrosby@csus.edu.