University of Wisconsin-Platteville
Distance Learning Center
Graduate Assistantship

Program: MS – Criminal Justice

Summary of Position

• The graduate assistant in criminal justice will perform duties in support of projects and research in the criminal justice academic areas. This provides an excellent means for students to use research methods and project techniques to apply theoretical knowledge in situations which will benefit the university and provide experience for the student. Students will also expand their knowledge and expertise by association with research-oriented responsibilities in the criminal justice department.

Stipend

• Graduate assistants will be reimbursed a tuition waiver up to 6 credits per academic term and paid a stipend of $11,250 including appropriate benefits for an academic year appointment. Stipend will be adjusted for other appointment lengths.

Hours

• Graduate assistants are expected to work a minimum of 20 hours per week during the academic term(s) of their appointment.

Location

• Graduate assistants could be assigned to work on campus at University of Wisconsin-Platteville, or off-campus remotely depending on need.

Qualifications

• Must be admitted to the online MS in Criminal Justice Program at the University of Wisconsin-Platteville
• Proficient with productivity tools including keyboarding skills, word processing, spreadsheet, database, presentation software
• Experience with managing projects, especially project planning and implementation
• Excellent verbal and written communication skills, including public speaking and groups presentations
• Excellent organizational skills and a high level of attention to detail required
• Ability to understand and manage complex situations, along with a willingness to learn and accept feedback
• Proficient at academic research activities, both online and in a library
• Capable of respectful interaction with peers, students, and university staff
• Exhibits effective and efficient work habits individually and in team environment

**Tasks (This list is intended to be illustrative in nature and is not all-inclusive)**

• Conduct online searches to help faculty members define research topics
• Assist in conducting research on specific academic projects associated with such programs as the Child Advocacy Studies Program, or Cyber Crime PACE Project.
• Read and summarize research articles related to a faculty member’s research topic
• Assist faculty members with literature reviews and qualitative and quantitative research
• In cooperation with program staff, develop special/current topical presentations for use in online or on campus courses
• Serve as an advocate for the criminal justice program and the university with both internal and external audiences
• Research and tabulate student responses to long-term survey questions posted in criminal justice courses, identify trends and prepare results in narrative and graphical form
• Pursue and develop promising opportunities for student presentations at academic and industry conferences which are relevant to criminal justice practice
• Assist with content and slide deck development for program faculty conference presentations
• Represent the department, division, and university in a professional and positive manner
• Serve on university-wide committees as appointed
• Utilize technology available and required to fulfill duties
• Perform other duties and responsibilities as needed

**Supervision**

• This position reports to the program coordinator and/or designated faculty or staff member.

**Evaluation**

• Graduate assistants will be evaluated each term according to the approved guidelines.