Program: Project Management – Business & Accounting Department

Summary of Position

- The graduate assistant in project management will perform duties in support of projects and research in business and/or accounting academic areas. This provides an excellent means for students to use project management and/or quality management techniques and methods allowing the student to apply acquired theoretical knowledge in situations which benefit the university and provide project management experience for the student. Students will also expand their knowledge and expertise by association with research-oriented responsibilities in the business and accounting 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 Project Management 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 group presentations
- Excellent organizational skills and a high level of attention to detail
- 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)

• Provide project scheduling, coordination, and/or other project management techniques to assist with implementation of a project related to student recruitment, retention, and successful completion of degree
• Provide project scheduling, coordination, and/or other project management techniques to assist with implementation of a project related to developing and implementing a protocol for assessing students’ competency in Microsoft Excel
• Conduct online searches to help faculty members define research topics
• Read and summarize research articles related to a faculty member’s research topic
• Assist faculty members with literature reviews and qualitative and quantitative research
• Research and recommend technology applications that address specific learning issues in online business administration courses
• In cooperation with program staff, develop special/current topical presentations for use in online courses
• Serve as an advocate for the project management program, the UW-Platteville Department of Business and Accounting, and UW-Platteville
• Research and tabulate student responses to long-term survey questions posted in business administration 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 project management 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
• 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.