Program: Project Management

Summary of Position

- The graduate assistant in project management will perform duties in support of university research in graduate academic areas. This provides an excellent means for students to learn new techniques and methods as well as expand their knowledge by association with research-oriented responsibilities, whether employed within the student’s academic discipline or in another department. The graduate assistant in project management may also work in a professional services capacity, and may be assigned to academic or non-academic units where specific technical duties related to project management may be utilized. Graduate assistant professional services are generally more functional in nature, allowing the student to apply acquired theoretical knowledge in situations which benefit the university and provide project management experience for the student.

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 multiple projects and timelines, 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 a 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
- 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 project management courses
- Under program staff direction, develop special/current topical presentations for use in online courses
- Provide project scheduling, coordination, and/or other project management support of university activities
- 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 core project management 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
- Perform other assigned duties and responsibilities as assigned

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.