Georgia State University’s Opportunity Development-AA/EEO Training and Compliance is currently seeking qualified applicants to fill the position of Graduate Research Assistant.

**Job Description**

The primary responsibilities of the Graduate Research Assistant (GRA) include:
- Assist in the operation and maintenance of training database
- Assist in collecting, analyzing and reporting data related to session attendance and survey results
- Serve as the webmaster for the office’s website, Facebook and Instagram pages
- Research and compile information for projects as needed
- Assist with special projects as needed
- Assist with program logistics/set-up
- Perform related duties as assigned

**Preferred Skills/Background (e.g., class prerequisites, class standing, statistical skills etc.)**

- Familiarity with Adobe Creative Suite applications
- Advanced Excel and Publisher knowledge

**Other relevant information (required schedule, form of submissions etc.)**

Resume’ and letter of interest should be emailed to abutler@gsu.edu. The subject of your e-mail should read GRA Applicant Training and Compliance.