Office of Research Integrity Graduate Assistantship (GA) Position

The UTC Office of Research Integrity (ORI) is looking to offer a full GA for the Spring 2026 semester, with the potential to continue for the 2026-27 Academic Year. ORI pays 9 credit hours of tuition fees at the graduate level plus a monthly stipend. Besides the tuition and stipend, this position is an excellent addition to any resume as well as an opportunity to learn valuable research and writing skills. The ORI GA must be willing and able to complete a large variety of tasks, including, but not limited to, the following:

- Monitor the IRB email inbox
- Work with the IRB Administrator to manage protocol applications in DASH Research IRB
- Prepare monthly, quarterly, & annual reports
- Assist with development of training materials including video editing.
- Develop marketing materials (posters, flyers, emails) to increase engagement on campus.
- Assist with website upkeep (checking the website regularly for any potential issues)
- Communicate with faculty & students in a professional manner
- Assist with other ORI activities as needed.

Students with a strong detail-orientation and administrative experience, who also have some background designing and conducting research are especially encouraged to apply. Applicants should be able to contribute to a dynamic office environment. We are looking for someone who:

- Is dependable & professional
- Is proficient with Microsoft Office, especially Word & Excel (a key requirement)
- Is proficient at internet research & navigation
- Has strong communication skills - both written & verbal
- Has experience in an office or academic setting (preferably)
- Has strong prioritization & time management skills

If interested, send the following application materials to Dr. Cheryl Murphy, ORI Director at Cheryl-Murphy@utc.edu by **September 30, 2025**.

1. General GA Application (found on the Graduate School webpage)
2. CV/Resume

Review of applications will begin **October 1, 2025**.