

POSITION DESCRIPTION

Position Title:	<u>AI Fellow Graduate Assistant</u>
Department:	<u>Tower Foundation of San José State University</u>
Reports To:	<u>AI Postdoc Fellow – AI for Civic and Social Good</u>
Salary:	<u>\$25.00 per hour</u>
Exempt Status:	<u>Part-Time, Non-exempt, Non-benefited (10-15 hours per week)</u>
Posting Date:	<u>October 18, 2024 – October 31, 2024</u>

Location and Contact Person:

University Advancement, Clark Hall, 300 – **Contact: Trevor Basil or trevor.basil@sjsu.edu**

Job Summary: We are seeking a highly motivated and talented graduate student to join our team as a Graduate Assistant. The ideal candidate will possess strong research and analytical skills, with a demonstrated ability to conduct comprehensive literature reviews, synthesize complex data and information, and conduct effective interviews, with a strong sense of doing good for civic and social well-being. While not a primary focus, familiarity with AI concepts and Python programming is a plus. This position offers a unique opportunity to contribute to cutting-edge research while further developing valuable skills in a dynamic and collaborative environment.

Duties & Responsibilities:

- Research Support:
 - Conduct in-depth literature reviews on assigned topics.
 - Gather, analyze, and synthesize data from various sources.
 - Assist in the design and execution of research studies.
 - Prepare reports and presentations summarizing research findings.
 - Contribute to the development of research publications and grant proposals.
- Project Management:
 - Assist in the planning and coordination of project activities.
 - Track project progress and ensure deadlines are met.
 - Communicate effectively with project team members.
- Data Analysis:
 - Utilize statistical software and qualitative analysis techniques to interpret data.
 - Develop visualizations and other tools to effectively communicate research findings.
- Other duties as assigned.

Job Requirements:

- Education:
 - Current enrollment in a graduate program at San Jose State University in a research dense field.
- Skills and Experience:
 - Excellent research and analytical skills.
 - Strong written and oral communication skills.
 - Proficiency in Microsoft Office Suite.
 - Ability to work independently and as part of a team.
 - Demonstrated ability to manage multiple tasks and meet deadlines.
- Preferred Qualifications:
 - Familiarity with AI concepts and applications.
 - Experience with Python programming language.
 - Background in engineering, business, or a related field.

Benefits:

- Gain valuable experience in a dynamic research environment.
- Develop and enhance research, analytical, and communication skills.

- Contribute to impactful research projects.
- Network with leading researchers and professionals in your field.

Application Process:

- Interested candidates should submit a resume, cover letter, and unofficial transcripts to trevor.basil@sjsu.edu. Please include "Graduate Assistant - [Your Last Name]" in the subject line of your email.

Application Deadline:

- 10/31/24

Tower Foundation is not a visa sponsoring organization.

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