



National University Federal Work Study Job Description

	MANAGER		FINANCIAL AID
Name of Position:	FWS – Sport Psychology Research Assistant	Desired Start Date:	2/1/2021
Dept. Student will be Employed	Sports Psychology	Duration (e.g. July 201x-Jan 201x)	6/30/2021
Location Where Student Will Work (physical address)	Temporary Remote – Online Position	Amount of Grant	
Students Supervisor	Vicki Tomlinson (Wengrzynek)	Rates of Pay	\$15 Per/Hr.
Supervisor Contact Information (email, phone)		Approximate Hours Per Week	20 Hours Max.
PCN		Prepared Date	1/29/2021

Position Summary: Please provide the purpose/role of the position within the organization;

The Federal Work Study position is a part-time, student worker opportunity with National University. The Student will provide general support and assistance to their selected department and will work on special projects as assigned and in alignment with the student’s stated interests and career goals

Essential Functions: Please provide general duties and responsibilities associated with the position and how they relate to the purpose/role; Volume 6—The Campus-Based Programs, 2017–2018 6–46 FSA HB August 2017 Glossary CFR DCL.

- Performs routine general duties as assigned, including office management, filing/documenting paperwork related to student interactions, and other related duties.
- Manages the incoming data input process and verifies that all information is keyed accurately and in a timely manner.
- Provide daily support to team members.
- The administrative role will involve helping the Research Director complete research studies, compile and collect data for program evaluation, including the LEAP Program and fieldwork assessment, and help choose and acquire equipment for data collection and analysis. Other administrative duties may include copying and/or scanning articles and chapters, typing and compiling reports, completing literature searches, coordinating and participating in conference submissions and presentations (i.e., there is potential to enhance one’s CV with a presentation or even publication), and all other duties as needed by the Chair, the Research Director, and the program. This may take place remotely for our online program or during travel for research purposes, or on-campus for on-site work. One potential opportunity is to be able to attend and/or present at the NU Performance Psychology Conference with expenses covered for the trip.



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Requirements:

- Must be a current National University student who has completed a current FAFSA
- Ability to work up to 20 hours per week with a varied working schedule.
- Bachelor's degree required. Must possess excellent computer skills, including but not limited to Microsoft Office Suite. Knowledge of APA style is essential. Experience with SPSS is a plus. Must have excellent writing, organizational, interpersonal and communication skills. Must have ability to drive to potential sites and general interest in data collection and research. Cover letter and CV/resume required (send to the Chair of the program). Candidate must be proficient in Blackboard and online procedures.

Technical / Functional Skills: Reference as preferred;

- Excellent written and verbal communication skills
- Strong interpersonal skills
- Proficiency with computers and Microsoft Office software (e.g. Word, Power Point)
- Ability to work independently and also work well with a team of diverse cultures, while working in a fast-paced environment with multiple deadlines and frequently changing priorities

Physical Demands / Environment

Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. The worker is required to have close visual acuity and manual dexterity to perform an activity such as preparing and analyzing data and figures and viewing a computer terminal. The work is performed in an office environment.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

This document is intended to describe the general content and to identify essential functions and requirements for performing this job, and is not an exhaustive statement of duties, responsibilities or requirements. National University (NU) complies with the ADAAA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential job functions. Employment with National University is "at-will," meaning that either NU or an employee may terminate the employment relationship at any time with or without cause, notice, reason or justification.