

**Research Assistant  
University of Arkansas at Pine Bluff  
School of Education**

The University of Arkansas at Pine Bluff is conducting a search to fill the position of **Research Assistant** for the Learning Plus Laboratory. The purpose of the Learning Plus Laboratory is to assist teacher candidates in preparation for all assessments related to teacher licensure. The holder of this position will be responsible for coordinating all day-to-day learning activities. The position requires providing orientation workshops for students enrolled in the Learning Plus Laboratory Program, Introduction to Education, and testing seminar classes; and conducting workshops and seminars to prepare candidates for testing. The Research Assistant assists students with registration for the PRAXIS Series, and the Graduate Records Exam (GRE); monitors and maintains proper care of the computer workstations; does daily backup for permanent data storage, submits monthly and annual Learning Plus activities progress reports, and maintains a log of attendance and participation. **MINIMUM QUALIFICATIONS:** The formal education equivalent of a bachelor's degree in mathematics, education or a related area. Knowledge of testing policies and procedures is preferred. The successful applicant must be computer literate and able to communicate effectively orally and in writing. At least one year experience in testing administration or any equivalent combination of experience, training/and or education preferred.

**SALARY:** Grade C-112 – State Classification System

Interested individuals must submit an application, resume' and name, address and phone number of three (3) references to:

**University of Arkansas at Pine Bluff  
Human Resources Department  
1200 N. University Drive – Mail Slot 4942  
Pine Bluff, AR 71601**

A review of the application will begin June 7, 2010 and will continue until the position is filled.

**“UAPB is an Equal Employment/Affirmative Action Employer and full  
Participation by Women and Minority Groups is encouraged.”**