



Summer Undergraduate Research Experience 2026

Graduate Assistant Job Description

Description: Undergraduate Research Programs (URP) in the Pathways Center seeks a highly organized, motivated, and student-centered doctoral student with a well-developed research profile to join our team. The successful candidate will be able to facilitate discussions and deliver lesson plans that enhance undergraduate students' understanding of research ethics and the responsible conduct of research. In addition to teaching, the Graduate Assistant will support coordination of the Summer Undergraduate Research Experience (SURE) Symposium. Under the supervision of URP's Assistant Director, the Graduate Assistant will be responsible for the following primary duties:

1. Teaching

- Each Graduate Assistant will facilitate 2 weekly sections of "Responsible Conduct of Research."
- Each section will have between 25 and 30 students.
- Each section will meet once per week for 75 minutes.
- Course content will be provided by Undergraduate Research Programs.
- The Graduate Assistant will be required to attend a program orientation and training session in May (date and time to be determined).
- The Graduate Assistant will be responsible for posting weekly announcements and managing the course, student attendance, and student assignments in Canvas.
- The Graduate Assistant will meet bi-weekly with other instructors and program staff to discuss and resolve student questions, concerns, and/or other program issues.
- The Graduate Assistant should report problems and questions to the URP's Assistant Director.

2. Advisement

- Meet with students upon request to discuss project presentations and provide feedback.

3. Event Coordination

- The Graduate Assistant will play an important role in preparing students for their symposium presentations, both by setting clear expectations for the students, providing structure, advice, and examples, and helping them practice their presentations the week leading up to the event.
- The Symposium is scheduled for July 30, 2026.
- In addition to working with the students on their presentations, the Graduate Assistant will assist with event planning during bi-weekly meetings as needed.
- The Graduate Assistant will be expected to assist with pre-event tasks such as printing posters and signs, providing other deliverables, setting up the event, etc.
- The Graduate Assistant will be expected to assist during the event by helping mount posters, helping to ensure the technology is working properly, serving as a room monitor, serving as timekeeper, helping with check-in, and other tasks as needed.
- The Graduate Assistant will assist at the end of the event by helping to break down/clean up and return supplies to the office.

4. Program Meetings



The Graduate Assistant will be expected to attend and participate in virtual bi-weekly meetings to ensure that SURE program objectives are met.

5. Communications

The Graduate Assistant will be expected to communicate to the URP Assistant Director in a timely and professional manner about student questions and/or issues that may arise.

6. Additional Duties

Assist with other duties as assigned to ensure that students have a meaningful and rewarding summer research experience and to ensure that the SURE Program meets its objectives.

7. Optional Duties

Graduate Assistants will be invited to attend optional SURE social activities with students and the Residential Advisor.

Qualifications

The ideal candidate for this position should have the following qualifications:

- Must be enrolled in a doctoral program at Emory University
- Must have a record of doctoral research
- Must have experience teaching, advising, or mentoring undergraduate students
- Must demonstrate a working knowledge of the responsible conduct of research, including an understanding of professional norms, ethical principles, issues related to the protection of human subjects, ethical treatment of animals, conflicts of interest, data management, privacy, authorship, and plagiarism
- Must have strong verbal and written communication skills
- Must have excellent organizational skills and attention to detail
- Must have experience managing a course in Canvas
- Must be able to work independently and in a team-based environment

Preference will be given to candidates who:

- are familiar with undergraduate research at Emory
- have past experiences as an undergraduate researcher or working with undergraduate researchers
- are familiar with research in STEM fields, especially in laboratory and/or clinical settings

Other details:

- Salary: \$4,000 for the summer term
- Position Start Date: May 21, 2026 (TBC)
- Position End Date: July 31, 2026
- Location: In-person classroom instruction / remote meetings / in-person event

To apply, please send your resume or C.V. and an expression of interest to Diana Wrenn Rapp, diana.wrenn.rapp@emory.edu