



Honors College pilots Research Assistant Program

During the spring, 2018 semester, the Honors College will pilot a “federal work-study research assistants program.” The program will benefit both students and faculty members in that 1) students will learn about research in their fields, which will better prepare them for their career goals and advanced study, and 2) faculty will receive “free” research assistance with the expectation that students are fully integrated in research teams and regularly evaluated. (Please note: The work-study positions are **not** secretarial or other administrative support positions.)

Student participation will be limited to 20 students. The pay rate will be \$9 per hour with the expectation that most students will work between 10 to 20 hours per week. The Financial Aid Office will contribute the federally allotted share of the student salary, and the Honors College will cover the remaining 25 percent.

The first step in launching this program is to create a broad selection of research assistantships. Faculty interested in participating in this program should provide the Honors College (honors@memphis.edu) the following information:

- Name of the Faculty Mentor
- Faculty Mentor’s Department
- Telephone Number and/or Email Address
- Project Description (one paragraph)
- Requirements for Student Applicants (e.g., majors, skills, academic standing, etc.)
- Application or Interview Process (e.g., cover letter, letter of reference, unofficial transcripts, etc.)
- Hours per week the student will work
- Starting Date

The Honors College will post available research assistant positions on its website. Students will apply directly to the Honors Office. The Honors College will screen students for their eligibility for work-study funds and forward the applications of eligible candidates to the faculty mentors. Faculty mentors will have complete autonomy to review applications, interview students, and choose their assistants. Honors will also assist students and faculty with completing the hiring paperwork.

We hope you will help us introduce students to research in your discipline, challenge them by assigning meaningful projects, and engage them in opportunities to disseminate their findings at on-campus research forums.

Thank you for your support of undergraduate research on our campus.

Please feel free to call or email Melinda Jones for further information (mljones6@memphis.edu).