Graduate Position Title: Office of Undergraduate Research and Scholarship Graduate Assistant

Terms: 20 hours per week, full time graduate assistantship

Responsibilities

Program Assessment and Development Research (60%)

Assist with the collection, organization, and analysis of data as part of the office’s assessment plan and self-study (15%)

Research current trends, issues, and best practices in undergraduate research, assess current practices, and present findings as appropriate, as well as prepare materials for self study. (40%)

Conduct an assessment of the web resources provided by OURS. (5%)

Further develop online resources available to students.

Provide program outreach by attending Campus Life Night, presenting to various classrooms, and developing partnerships with student academic and professional associations.

Project Support, Advising, Small group instruction (35%)

Assist with project support including programming creation, maintaining databases, website and Facebook page, designing marketing materials and providing marketing outreach. (15%)

One-on-one and small group instruction related to undergraduate research opportunities (exploring and identifying opportunities, applications and faculty recommendations, involvement in high impact experiences) (20%)

Grant Support (5%)

Design and conduct assessment for travel grants. (as needed)

Work collaboratively with the office coordinator to manage student budgets. (as needed)

The graduate student will interact with students, faculty and administrative personnel at Grand Valley State University. The administrative responsibilities of this position are designed to develop and enhance program development skills, organization, problem solving, coordination and interpersonal skills that are vital in student affairs professional leadership positions.

Required Qualifications:

Must be admitted to a master’s degree program at GVSU and enrolled for a minimum of nine credit hours per semester in a graduate program at Grand Valley State University.
Successful candidates will possess the following: demonstrated effective verbal and written communication skills; strong interpersonal and organizational skills; demonstrated project management skills; an ability to work independently and as part of a team; clear commitment to working with diverse populations; and the ability to work occasional nights and weekends.

Work Station: The student will have access to a computer, and will be provided with a workspace in 230 LIB.

Supervision: Graduate assistants will report to Susan Mendoza, Director of Undergraduate Research and Scholarship.

Compensation: Assistantship includes a tuition waiver of nine to twelve credit hours and a salary of $4,000 per semester.

Hours of work will be established at twenty hours a week – Monday through Friday. Specific hours will be discussed during the interview.