**Graduate Assistant: W.K. Kellogg Foundation/Battle Creek Public Schools/GVSU CECI Grant**

This opening is for the Fall 2021 semester only for either a 10- or 20-hour per week commitment. There is the potential for renewal, but not guaranteed. Please send all application materials to martkris@gvsu.edu or apply via the Handshake system on the GVSU Career Center website, <https://www.gvsu.edu/careers/handshake-18.htm>.

Job Description:

* Work with project leads to analyze data (20%)
* Complete literature reviews and internet searches on existing programs that are similar to those that are part of the W.K. Kellogg Foundation grant project and summarize effective components (15%)
* Assist with development of presentation materials, flyers etc. (15%)
* Assist with development of white papers on specific topic areas (15%)
* Assist CECI Grant Program Coordinator with monitoring and analyzing evaluation data by project (15%)
* Other duties as assigned (20%)

Qualifications:

* Must be enrolled as a degree-seeking student in a graduate program at GVSU for a minimum of nine credit hours per semester
* Preference for qualitative analysis knowledge and/or experience is preferred, but not required
* Demonstrated effective written and verbal communication skills and analytical skills
* Knowledge of basic computer applications (i.e., Word, Excel, Outlook, PowerPoint, etc.)
* The ability to organize work time and manage projects independently

Payment:

A stipend of $4,000/semester and tuition waiver covers up to 9 credits of tuition per fall and winter semesters, up to 6 credits for spring/summer semester, not to exceed 24 total credits per academic year.

\*How to Apply: Applicants are asked to submit a letter of introduction, a resume of academic and non-academic accomplishments, GPA, a professional writing sample, and one faculty recommendation letter. Interviews will be held with applicants whose skills, experience, and career aspirations best match the position.

Deadline: Applications will be accepted until the position is filled. All requested application materials must be submitted to be eligible for consideration.

Send all application materials to:

Kristy Martin

martkris@gvsu.edu