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**Grand Valley State University Battle Creek Regional Outreach Center (BCROC)**

**W.K. Kellogg Foundation (WKKF) Grant Graduate Assistantship**

**Terms:**

This full-time (20 hour per week) position is for the fall semester and has the potential of renewal for subsequent semester(s). A stipend of $4,000/semester and tuition waiver covers up to nine 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.

**Responsibilities:**

* Assist with developing white papers on specific topic areas as it pertains to the work being done through the grant, including educational outreach and community engagement (25%)
* Complete literature reviews and internet searches on dissemination opportunities for grant initiatives, project leads, and grant partners (15%)
* Assist with the strategic development and coordination of a large, multi-campus global health event being hosted by BCROC (20%)
* Assist Director of Community Engagement on monitoring and analyzing evaluation reports and narratives by project (10%)
* Work with project leads, as time permits, to analyze data (5%)
* Other duties as assigned (25%)

**Qualifications:**

* Must be fully admitted and enrolled as a degree-seeking student in a graduate program at GVSU at the time of appointment, and successfully maintain a minimum course load of nine graduate credit hours [per semester].
* Be in good academic standing and enrolled during the semester(s) for the term of the position.
* Demonstrated effective written and verbal communication and analytical skills
* Knowledge of basic computer applications (i.e., Microsoft Office, communication software, etc)
* The ability to organize work time and manage projects independently

**Work accommodations:**

* While operating remotely, the Graduate Assistant will collaborate with their supervisor through multiple communication channels, including virtural meetings, email, and phone.
* GVSU will supply the necessary resources to be successful in this position.

**Orientation:**

* Orientation will occur remotely with the supervisor, and will include background and detail on the WKKF grant and programs, and responsibilities as outlined above.
* Goals will be developed between the supervisor and graduate assistant, and evaluated through the term of the position.

**Supervision:**

* The graduate assistant will report directly to the Director of Community Engagement at GVSU Battle Creek Outreach Center, and will also receive direction by the Special Assistant to the Provost and Co-Principal Investigator for the WKKF grant.

**Selection Process:**

* DO NOT apply via the Handshake system.
* Applicants are asked to send a letter of introduction, a resume of academic and non-academic accomplishments, GPA, a professional writing sample and one faculty recommendation letter.
* Face-to-face interviews will be held with applicants whose skills, experience and career aspirations best match the position.

Send all application materials to:

Lizzie Schab

Office Coordinator

GVSU Battle Creek Regional Outreach Center

616-331-7610

schabe1@gvsu.edu

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