Position: W.K. Kellogg Foundation Community Philanthropy Chair Graduate Assistant

Compensation: $8,000 per academic year.

Hours: 20 hours per week, Monday through Friday, between 8am and 5pm.

Location: The Johnson Center for Philanthropy is located on the Pew Campus of Grand Valley State University. We are in BIK 200, which is close to Winter and Secchia Halls, and the Seidman College of Business.

Flexibility: This position allows for both online and in-person; however, some in-person meetings may be required. Your work schedule works around your class schedule.

About the Johnson Center for Philanthropy: We are focused on understanding, strengthening, and advancing the philanthropic sector. We do this through applied research and evaluation; professional development training and tools for nonprofit and foundation leaders; and our endowed chairs in family philanthropy and in community philanthropy.

About the role: The graduate assistant for the W.K. Kellogg Foundation Community Philanthropy Chair will provide support to the work of the chair and includes, but is not limited to, the following:

- Undertake background research and literature reviews, and prepare summaries of findings
- Conduct qualitative and quantitative data analysis
- Help with the preparation of presentations, reports, articles, books, and other documents
- Assist on multiple aspects of client projects, including coordination, evaluation, and deliverables
- Participate in and support Johnson Center events, as directed

About you: Ideally, you have all of the following characteristics. However, many excellent candidates will have only some of the characteristics below. We provide on the job training and supervision. We encourage you to apply if you would use the majority of these characteristics to describe yourself and all majors are encouraged to apply:

- Demonstrated interest and involvement in philanthropy, nonprofits, and volunteering
- Experience with the Microsoft Office Suite – Word, Excel, PowerPoint, Outlook
- Experience with survey and/or data analysis software – Qualtrics, nVivo
- Strong attention to detail
- Excellent communication skills, both written and verbal
- Ability to meet short deadlines
- Ability to manage multiple projects, be organized, and prioritize

Requirements: As a potential candidate for this graduate assistantship, the following items are required:

- 3.0 GPA or higher
- U.S. work authorization
- Masters students, graduating in April 2023 or April 2024

Send your cover letter and resume by March 25, 2022, to Tiana Hawver – tiana.hawver@gvsu.edu, and be sure to include W.K. Kellogg Foundation Community Philanthropy Chair Graduate Assistant in the subject.