

## **Graduate Assistant for the Office of Research and Sponsored Programs**

**Number of Positions:** 1

**Position:** Half-time graduate assistant (10 hours per week)

**Compensation:** Monthly stipend. Tuition waiver at the resident tuition rate up to 5 graduate credits and partial fee waiver per semester (Fall and Spring)

**Agreement Period:** Fiscal year (July 1, 2024 - June 30, 2025)

**Supervisors:** John Hamill

**Title:** Graduate Assistant/Sponsored Programs

**Phone:** 970-351-1932

**Email:** [john.hamill@unco.edu](mailto:john.hamill@unco.edu)

### **POSITION SUMMARY**

This a half-time (10 hours/week) graduate assistant position provides support to the Director of Sponsored Programs in the Office of Research and Sponsored Programs. Responsibilities include initial budget development for externally funded projects, training and support to faculty and students as it relates to grant submission in the context of federal and university policy, Streamlyne support and data entry, and facilitation of special projects as assigned by the supervisor. The position requires maturity, professionalism, strong attention to detail, inquisitiveness, adaptability and organizational skills.

Additionally, the student must be:

- Admitted to or currently enrolled in a graduate degree program at UNC
- In good academic standing with a cumulative GPA of at least 3.0
- Enrolled in at least 3 graduate credit hours
- Adherence to FERPA regulations and maintaining confidentiality

### **DUTIES AND TASKS**

Essential functions include but are not limited to:

- Work with Sponsored Projects staff to draft initial budgets for submission to federal and non-federal sponsors
- Data entry into Streamlyne
- In collaboration with the Graduate School, develop professional development opportunities for graduate students to support their development as independent researchers
- Other duties as assigned

### **QUALIFICATIONS**

#### **Education**

Completed baccalaureate degree and current enrollment in a graduate degree program at UNC.

## **Qualifications**

- Excellent oral and written communication skills
- Ability to collaborate with others as a team player
- Capacity to understand research to gather needed information
- Adaptability with change and variability
- Good time management skills, ability to multi-task and complete work in a timely manner
- Self-starter with ability to work independently
- Problem solving
- Willingness to learn and apply format guidelines outside the student's discipline

## **Preferred Qualifications**

- Proficient in Microsoft Word, Adobe and Excel
- Familiar with/knowledge of Streamlyne
- An understanding of budget development
- Aptitude to learn new computer applications and other new information

## **Dispositions**

- Strong work ethic
- Sense of humor
- Dedicated to the task at hand
- Values excellent customer service
- Seeks feedback

## **LEARNING OUTCOMES (Educational Component)**

The graduate assistant will:

- Improve understanding of institutional research procedures and communication
- Gain an understanding of federal and university regulations related to sponsored projects
- Gain an understanding of grant budgeting principles
- Work to expand research visibility and accessibility
- Gain knowledge of the graduate assistant experience
- Increase graduate and undergraduate research connections on campus
- Learn the essential functions, tasks and expectations of the office
- Create, manage, and maintain working relationships with staff and effectively liaise with campus partners

## **APPLICATION PROCESS**

Please submit the following to John Hamill at [john.hamill@unco.edu](mailto:john.hamill@unco.edu):

- A one-page letter of interest explaining why you are a good fit for the position
- Curriculum Vita or resume
- Names and contact information for at least three references, one of whom is a UNC faculty member

The deadline for completed applications is **Monday, June 28, 2024.**