

Graduate Assistant for the Office of Research and Sponsored Programs – Research Development Office

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 credit hours and partial fee waiver per semester (Fall and Spring).

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

Supervisors: Carman Melendrez

Title: Graduate Assistant/Research Development

Phone: 505-699-8828

Email: carman.melendrez@unco.edu

POSITION SUMMARY

This a half-time (10 hours/week) graduate assistant position provides support to the Director of Research Development in the Office of Research and Sponsored Programs. Responsibilities include supporting grant development, communication of funding opportunities, coordinating the Undergraduate-Graduate Mentorship program, managing social media for the Research Development unit, and other duties supporting growth of funded research/scholarship at UNC. 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:

- Help to develop and disseminate FOA newsletter and grant opportunities to faculty regarding grant opportunities that may benefit the university and its community
- Develop and manage social media outreach and communication
- Assist with development of the Research Development website
- Meet for one hour per week for direction and consultation with Carman Melendrez
- Support the expansion and outreach of research efforts of ORSP, as well as interdepartmental collaboration
- Support recruitment, training, and support of research development efforts at UNC
- Assist faculty with literature reviews and identifying funding opportunities
- Other duties as assigned

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 and gather needed information
- Adaptability with change and variability
- Proficient in time management, adept at multitasking, and consistent in meeting deadlines
- Self-starter with ability to work independently
- Problem solving skills
- Willingness to learn and apply format guidelines outside the student's discipline
- Proficient in MailChimp, Slate, or willingness to undergo training on each

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
- Work to expand research visibility and accessibility
- Gain knowledge of the graduate assistant experience
- 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 Dr. Carman Melendrez at carman.melendrez@unco.edu:

- A letter of interest (1 page maximum) 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.**