Center for Undergraduate Scholarly Engagement (CUSE)
Graduate Research Fellow (Undergraduate Research)
Job Announcement

The Center for Undergraduate Scholarly Engagement (CUSE) seeks to hire a Graduate Research Fellow (GRF) to assist with our efforts to support undergraduates who are participating in research and other forms of scholarly engagement. The GRF will have the opportunity to develop his/her outreach and advising skills, which is useful experience for any career involving undergraduate education. Incoming and continuing graduate students from all disciplines are eligible to apply.

The GRF will report to the Assistant Director of Undergraduate Research. We anticipate a start date as soon as possible and an end date of May 6, with time off during the Mid-Semester Break. There is a possibility that the position could be extended to Academic Year 2016-17.

This is a student-oriented position that follows the Academic Calendar. The GRF will work on average 20 hours/week at $15/hour. These hours will typically be scheduled between CUSE’s office hours, 8:30am-5pm, Monday-Friday, though occasional evening and weekend hours may be required. This position does not include a tuition/fee waiver or other benefits. Graduate students who currently receive a full assistantship or fellowship are ineligible to apply.

Job Responsibilities:
• Mentoring students on research proposals and grant applications.
• Facilitating various workshops on grant-writing and research skills in both the Center and the classroom.
• Participating in grant review and funding allocation.
• Presenting about CUSE services in class visits, especially to University Seminars and College Seminars and representing CUSE at campus events, such as orientations, research fairs, and prospective student visits.
• Producing content such as student profiles, project summaries and program descriptions for the CUSE website, marketing and promotional materials, and donor stewardship.
• Assist with updating and maintaining portions of the CUSE website (using the Conductor content management system) and the student database (in Microsoft Access).
• Assist with other duties as assigned, especially pertaining to undergraduate research.

Required Qualifications:
• Experience working with undergraduate students (teaching, advising, supervising).
• Excellent writing and presentation skills
• Attention to detail
• Commitment to high-quality mentoring of undergraduate students
• Ability to contribute positively to a dynamic, collegial, and collaborative work environment
• Basic familiarity with Microsoft Word and Excel, presentation software, and Google Apps (especially Mail, Calendar, Drive, Forms, Docs, and Sheets)

Preferred Qualifications:
• Knowledge of grant-writing and review processes.
• Plan to be in residence at Notre Dame through the academic year 2016-17.
• Familiarity with University resources for undergraduates.
• Experience conducting research as an undergraduate (served as a faculty research assistant, worked in a laboratory, completed a senior thesis, etc.).
• Currently in second year or later of graduate study.
• Basic familiarity with the Conductor content management system and Microsoft Access.

Application Instructions:
To apply for this position, please send a cover letter outlining your qualifications, a curriculum vita or résumé, and contact information for three professional references via postal mail, campus mail, or email to:

Dr. Yvonne Mikuljan, Assistant Director of Undergraduate Research Center for Undergraduate Scholarly Engagement
110 Brownson Hall
Notre Dame, IN 46556
ymikulja@nd.edu

Queries regarding the position may be directed to Dr. Mikuljan at ymikulja@nd.edu or 574-631-8634.

The deadline for applications is Monday, January 11, 2016, at 11:59pm. In-person interviews will begin later that week.