

Graduate Assistant for Office of Undergraduate Research

JOB DESCRIPTION:

The Graduate Assistant for the Office of Undergraduate Research (OUR) plays an important role in the grant management and assessment functions of the office, while also working directly with students in a variety of ways. We strive to create a graduate assistantship that will provide professional development and a variety of collaborative experiences, but also flexibility in task assignment so the graduate assistant may utilize personal strengths and develop skills in new areas.

The Graduate Assistant duties include:

- 1) Support the management of funding programs including the Magellan Mini-Grant, Apprentice, Explorer, Navigator, Sustainable, Galen and Voyager by advising students, reviewing and processing proposals, and administration of awards
- 2) Contribute to the implementation of assessment protocols of undergraduate research and associated programs. Analyze and interpret assessment results.
- 3) Assist with outreach and marketing including tabling events, socials, presentations, and communications (including weekly newsletters and social media)
- 4) One-on-one advising of students interested in getting involved in undergraduate research and interested learning about funding opportunities
- 5) Facilitate “Getting Started Workshops” providing students with basic skills they need to reach out to potential faculty mentors (how to search and use our faculty database, how to craft a professional email)
- 6) Assist with coordinating Discover USC at which over 600 undergraduate students present their beyond the classroom experiences

As a small office of three professional staff, the experience as a whole will offer the development of marketing, programming, and assessment skills in several capacities. This position will require occasional evening and weekend hours.

Contact: Tricia Kramer at (803) 777-4854 or tkennedy@sc.edu.

The OUR GA position will be compensated with a stipend of \$10,000 per academic year (\$5000 per semester). In addition to and independent from compensation, a tuition supplement of \$5000 per academic year (\$2500 per semester) will be applied to the GA's tuition bill and is not transferable.

QUALIFICATIONS:

Please note the position does not require prior undergraduate research experience. We are seeking candidates who have experience working with students in a variety of settings (including one-on-one and group) as well as presentation skills. This position requires a full academic-year commitment, during which time, candidates must be enrolled in a graduate program.

APPLICATION INSTRUCTIONS:

To apply, please email a cover letter and resume to our@sc.edu. Application review will begin in May 2018 and applications will be accepted on a rolling basis until the position is filled.