VACANCY NOTICE
GRADUATE ASSISTANT POSITION OPENING
IN THE GRADGRANTS CENTER

**Please note this will be an hourly position for the spring semester at 20 hours a week and convert to a Graduate Assistant starting in Fall 2015.**

We are seeking a graduate student for the position briefly described below. If you are interested (or if you know a student who might qualify), please send a cover letter and CV to Kim Bunch, University Graduate School, Kirkwood Hall 114, 130 S. Woodlawn Ave., Bloomington, Indiana 47405-7104, kbunch@indiana.edu or fax 812-855-4266. If you have questions before submitting materials, please email kbunch@indiana.edu. If you have questions about the position requirements, you can also email the GradGrants Center staff at gradgrnt@indiana.edu

THE PROPOSAL-WRITING CONSULTANT/TRAINER is one of three graduate assistants who work directly with fellow graduate students in the GradGrants Center, a graduate student service located in the Wells Library-BL, sponsored by The University Graduate School, and available to graduate students of all IU campuses. These consultants handle the day-to-day operation of the GradGrants Center and share training responsibilities (i.e., presenting or enlisting speakers for workshops, scheduling rooms, preparing visual aids). Our consultants assist students in their search for external funding sources and are available to work one-on-one with graduate students in discussing and critiquing their grant proposals.

QUALIFICATIONS: Requires successful proposal-writing experience, editing skills, teaching experience or experience in planning and presenting special-interest training programs, and the ability and personality to interact well with the public. A one-year commitment to the position is required. Those who have received prior Fulbright Awards are preferred, as are advanced doctoral students who have completed at least two years at IUB. Experience in website and social media maintenance and programming are also a plus.

This position provides invaluable opportunity to learn of various funding sources and to improve one’s own proposal-writing skills. The experience is extremely valuable to future faculty. The position will be hourly for Spring and Summer 2015 at $15/hour. Beginning Fall 2015 the position will have a .50% FTE (i.e., 20 hours per week) and be eligible for student health insurance. The salary will be approximately $11,000 for the academic year; and $2300 for the summer. A fee remission is available. The person hired will work half or all of the summer as arranged with the Director.

The deadline for applications is December 10, 2014.

Kim Bunch, Director of Finance and Administration
University Graduate School