GRADUATE ASSISTANTSHIP POSITION OPENING

SUMMARY

Title: Graduate Assistant for Center Operations

Position: Student Academic Appointment

Duration: Spring 2015

Position Open to: All full-time IUB Masters and PhD students

Remuneration: $15/hour, 20 hours a week

Sponsoring Unit: The University Graduate School - The Graduate Mentoring Center

Location: Kirkwood Hall 101-102/130 S. Woodlawn Avenue/Bloomington, IN 47405-7104

Application Deadline: December 12, 2014

Other: Beginning Fall 2015 the position will have a .50% FTE (i.e. 20 hours per week for academic year 2015-2016) and be eligible for student health insurance. A fee remission is available.

The Graduate Mentoring Center (GMC) serves graduate students at Indiana University Bloomington and Indianapolis. The GMC was founded in fall 2014 through funds provided by President Michael A. McRobbie. As part of the University Graduate School, it is one of the many Graduate Diversity Initiatives supported by these funds. The center’s programming, therefore, will also emphasize mentorship for underrepresented minority graduate students.

Duties and Responsibilities

The Graduate Assistant for Center Operations is one of three graduate assistants who support the Center’s director in the daily operation of the Center. Duties and responsibilities include, but are not limited to:

- Creating, maintaining, and publishing the Center’s calendar.
- Creating and maintaining a mentoring resource database.
- Initiating and completing room reservations and hospitality requests for program events.
- Managing the Center’s webpage and social media pages.
- Maintaining the Center’s meeting spaces.
- Responding to inquiries.

The Graduate Assistant will also participate in various stages of the development, delivery, and assessment of classes, workshops, and other programs facilitated by the Center, and may participate in and/or present at professional meetings and conferences. Additional responsibilities may include data collection and analysis, survey development, marketing and promotions, and working with designated partners, including student organizations and culture centers.
Qualifications
Preferred applicants must be enrolled in a doctoral program at Indiana University. Master’s candidates with relevant experience may be considered. The position requires knowledge of common office applications, including Microsoft Word, Excel, and PowerPoint as well as social networking applications, including Facebook. Applicant must have excellent verbal and written communication skills, be well organized, and be able to work independently and as part of a team. Applicant should have experience in project management, website maintenance, and familiarity with campus organizations.

Interest in mentorship, working with other graduate students, postdoctoral fellows, and faculty as part of a teaching-learning community is especially important.

Schedule
The position is available immediately for the remainder of the 2014-2015 academic year (January 2015-May 2015). Graduate Assistant is expected to work 20 hours a week and must be eligible for a Student Academic Appointment.

How to Apply
Applications will be accepted until December 12th.

To apply, please email the application materials below in a single PDF by December 12th to the Graduate Mentoring Center Director, Maria Hamilton Abegunde at iugmc@indiana.edu. The subject line should contain the words GMC Graduate Assistantship – Operations.

1. Cover letter and resume.
2. 300-word essay discussing the impact that mentoring (either as a mentor or mentee) has had on your research and/or life.
3. 3 References with contact information.

The director will interview the final candidates.

Indiana University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, age, sex, sexual orientation or identity, national origin, disability status, or protected veteran status. This institution is also a provider of ADA services.

Questions: If you have any questions regarding the position, please contact the director at iugmc@iu.edu.