



Student Assistant Research and Sponsored Programs

Overview:

Do you have an interest in research and understanding the support structures surrounding the research of your professors? Do you have interest in grant writing, project development, and budget management? If so, consider working in the department of Research and Sponsored Programs (RSP). RSP assists faculty with securing and managing external grants for their research, scholarship, and creative activities. In addition to assisting faculty, RSP also helps secure funding for strategic initiatives of the College.

Qualifications:

We are seeking a student assistant with:

- Excellent attention to detail
- An ability to solve problems and come up with creative solutions
- Can maintain confidentiality, is comfortable working independently, and has a desire to learn new skills
- Must be comfortable working in a dynamic environment and have an ability to switch to new tasks as needed

Responsibilities:

Tasks will vary and could include:

- Searching for funding opportunities
- Researching policies and procedures relevant to research administration
- Reviewing budgets
- Proofreading proposals
- Developing resources for our website and training sessions
- Data entry
- Scanning and filing documents

This position will work closely with all members of the office learning the ins and outs of the research enterprise here on campus.

Schedule:

- Availability to work should fall between 8am and 4:45pm, Monday-Friday
- This job has the potential to allow for a hybrid work schedule depending on the projects and tasks