

University of Massachusetts Amherst  
**On Campus Graduate Assistantship Vacancy Notice**

Completed form should be mailed to [Gradappt@grad.umass.edu](mailto:Gradappt@grad.umass.edu) to be posted at  
[http://www.umass.edu/gradschool/assistantship/job\\_post.htm](http://www.umass.edu/gradschool/assistantship/job_post.htm)

Type of Appointment:            Project Assistantship

Application Deadline:           November 15, 2019

**Job Description (No Clerical duties permitted):**

The project assistant will assist the director to build capacity for ONSA mainly in terms of student advising and promotional material development for the office. More specifically, under the director's supervision, the assistant will:

- Advise students who explore different ONSA scholarships early in their undergraduate career. The assistant may become the first point of contact with ONSA before students consolidate their interests and plans to become ready to apply for specific scholarships
- Support the Fulbright student program: outreach, student contact, and application development.
- Develop and curate resources, including workshops and seminars, to assist current and aspiring undergraduate and graduate students seek opportunities for competitive awards, such as but not limited to Fulbright, Soros, Goldwater, Truman, Udall, and others.
- Advise and instruct students on the writing of grant proposals, research statements, personal statements, and other application materials; provide feedback to students on scholarship draft applications
- Develop and maintain institutional partnerships, including those with colleges, academic departments, centers, and UMass offices to aid in the identification of likely applicants
- Manage special and routine communications (including social media), and coordinate event calendars, including co-programming with strategic partners
- Under the supervision of the director, create and deliver information sessions, workshops, and promotional materials (fliers, brochures, on-line video tutorials) to outreach to students, as needed

**Experience Required:**

- Experience with grant or proposal writing; previous /undergraduate graduate fellowship; previous fellowship recipients encouraged to apply

- Experience with public speaking, public relations and strategic communication, and desktop publishing
- Evidence of effective verbal and written communication skills
- Evidence of exceptional professionalism, critical thinking skills, and initiative

Additional Information:

The initial contract will start the first day of the Spring semester 2019 for 12 hours per week. It is expected that the contract would be renewed for summer for 12 hours per week and for Fall 2019 for 20 hours per week. We will thus give preference to candidates who are available for the assistantip though the entire next calendar year.

In addition to your resume, please submit: 1) a cover letter summarizing your experience in relation to this specific job description and requirements, and 2) the name and contact inforation of a faculty member who could serve you as a reference. Email the application materials as one single attachement to [onsa@honors.umass.edu](mailto:onsa@honors.umass.edu) with the subject line "Applications for ONSA Project Assistant." We will invite candidates to an intyerview at the beginning of December. No phone calls please.

Dates of Appointment: From 01/20/19 To 05/25/19

Hours/Wk 12          Stipend \$ 28.59

How to Apply:      Call     In Person     Submit Resume

Dept. Name : Office of National Scholarship Advisement    Contact Person: Kris Halpin

E-Mail contact: [onsa@honors.umass.edu](mailto:onsa@honors.umass.edu)

Bldg. Address: 157 Commonwealth Avenue    Phone: : 413.577.2615