University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Project Assistantship

Application Deadline: Submit resume, cover letter, to melissa@honors.umass.edu by priority deadline of August 24. Position will remain open until filled.

Job Description (No Clerical duties permitted):
Undergrad Research Conference: Serve as Conference Coordinator to organize annual Statewide Conference on Undergraduate Research to be held on campus during the spring of 2017 (Friday, April 28).

• Coordinate with campus contacts at 27 other public institutions of higher education involved in the conference; interface with faculty reviewers at UMass Amherst and coordinate review process with them.

• Work with web-based conference registration system and database to schedule 800 oral and poster presentations and oversee compilation of conference program and abstract booklet.

• Coordinate with UMass office of Conference Services to establish details of the facility use and catering.

• Communicate with student presenters, faculty sponsors, campus contacts, and state legislators regarding conference when necessary.

• Oversee staffing process to assign appropriate staff and faculty to assist on the day of the conference.

• Assist in collecting information, writing and editing reports, news releases, correspondence, and other publications and documents.

• Assist in development and presentation of workshops on abstract and thesis writing, oral presentation skills, and poster presentations.

• Hire, train and supervise undergraduate Student Assistant.
CHC Event Planning and Coordination: Assist with general Commonwealth Honors College events and programming as part of the student programs team.

- Publicize CHC events, including updating the website, calendars and other electronic media related to student programs
- Provide logistical support to college and student program initiatives.
- Other related duties as required.

Experience Required:
Excellent organizational skills and attention to details. Previous experience organizing and managing major events (especially complex in scope). Excellent computer skills including Word and Excel. Experience and familiarity with computerized data bases and web-based applications. Excellent problem solving and communication skills (both written and verbal). Preferred: Experience in researching and writing an academic thesis.

Additional Information:

Dates of Appointment: From 09/04/16 To 05/27/16

Hours/Wk 20 Stipend $ 24.38

How to Apply: Call ☐ In Person ☐ Submit Resume ☒

Dept. Name: Commonwealth Honors College Contact Person: Melissa Woglom

E-Mail contact: melissa@honors.umass.edu

Bldg. Address: Phone: 413.577.3909