AVAILABLE POSITION: Graduate Assistantship, Office of National Fellowships

Time frame: late August 2015-early May, 2016
Hours: 15 hours/week, flexible scheduling
Salary: $10/hour (no tuition remission available)

Summary: The Office of National Fellowships provides information, counsel, and editorial support to highly motivated students (undergraduates, graduate students, and UNH alumni) applying for national and international fellowships and scholarships, such as Rhodes, Fulbright, National Science Foundation Graduate Research Fellowships, Gilman Study Abroad scholarships, etc.

This graduate assistant position will provide administrative support to the director and staff of the office. We are seeking a highly motivated independent worker. The successful candidate will be able to learn about the process of competitive scholarship applications and national fellowships competitions.

Duties will include:

- maintaining the Office website, filing system, and scholarships database
- creating informational handouts and flyers to promote scholarship opportunities
- managing email communications to students, faculty, staff, and fellowship providers
- developing promotional material on department- and demographic-specific fellowships
- planning logistics for workshops, review committee meetings, and information sessions
- representing the Fellowships Office at University events (Study Abroad Fair, University Day, etc.)
- supporting student applicants by answering questions, reviewing application materials, and maintaining records of fellowship results
- performing other duties as assigned

Essential skills: proficiency with Microsoft Word, Excel and PowerPoint, Outlook, Adobe; knowledge of campus offices and departments.

If interested, please send resume/CV and email detailing your interest in and qualifications for the position to Jeanne.sokolowski@unh.edu, Director of the Office of National Fellowships

Priority will be given to applications received before June 1, 2015