



UGrow Fellow for Professional Development

Placement Site: The Graduate School

The mission of the Graduate School is to promote graduate education, scholarship, and research; to support individuals, departments, and programs in the pursuit of excellence; to foster innovative, multidisciplinary, and interdisciplinary activities; and to maintain high ethical and academic standards in graduate studies. The Graduate School is the central advocate for graduate programs campus-wide, providing guidance and setting academic policies for programs, admissions guidelines, dissertation editing and submission support, and professional development training.

Position Description – Professional Development

The UGrow Fellow for professional development will work with Graduate School staff to support programming for master's and doctoral students, as well as postdocs, across our schools and colleges. Some activities may include:

- Supporting the Graduate School team in assessing the professional development needs of graduate students and postdocs across programs.
- Contributing to the Graduate School's Teaching Academy for 2020. Coordinating applications, selection of participants, speakers, materials, etc.
- Supporting the Graduate School team in its annual events: Three Minute Thesis Competition, Graduate & Postdoctoral Research Symposium, and Conference of Florida Graduate Schools. Working closely with staff to develop, plan, implement, track, and evaluate the Graduate School's professional development events. Administering and analyzing pre and post participation surveys to evaluate program effectiveness, documenting outcomes and standard operating procedures, and making contributions toward program content.
- Developing original content for Graduate School communication vehicles (e.g. articles, newsletter, social media platforms, website, etc.)
- Reviewing and editing communication materials.
- Researching highly innovative graduate school initiatives at our peer-institutions.
- Liaising with University representatives and partner organizations across all three campuses.
- Other duties as assigned.

Skills: Attention to detail, creativity, and strong writing, organizational, interpersonal, and time management skills are required.