



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 doctoral and master's students across our schools and colleges. Some activities may include:

- Working closely with the dean and associate dean to access the Graduate School's professional development calendar of events. This will include administering and analyzing pre and post participation surveys to evaluate program effectiveness, documenting outcomes and standard operating procedures and making contributions toward program content. This may also include arranging venues and catering.
- Working closely with the associate dean to monitoring student access and completion of various training workshops, preparing completion reports, and related tracking information. Working closely with the dean and associate dean to track the academic milestones and achievements of select doctoral fellows.
- Researching highly innovative graduate school initiatives at our peer-institutions, and assisting with institutional research assignments directed by the dean and associate dean as needed.
- Creating and updating word processing files, excel spreadsheets, PowerPoint presentations, database files in the implementation of the above projects and others as needed.
- Other duties as assigned.

Skills: Attention to detail, strong organizational, and time management skills are required. Knowledge of SPSS or other statistical analysis software preferred but not required. Proficiency and/or willingness to learn social media is preferred.