

NDSU Advance FORWARD

FORWARD Graduate Assistant Call for Applications—2012-2013 Academic Year

The NDSU Advance FORWARD Program is seeking applications from graduate students for a 20-hour per week FORWARD Graduate Assistant position for the 2012-2013 academic year. The position will be awarded on a competitive basis, and the selected applicant will receive a 9 to 12-month contract that includes full tuition waiver and a generous stipend (\$12,000-\$16,000). Current and prospective graduate students are encouraged to apply.

The FORWARD Graduate Assistant will assist in the work of the Advance FORWARD project while gaining administrative skills. The FORWARD Graduate Assistant will work closely with the FORWARD Director and is responsible for scheduling and coordinating project events, including committee meetings, conferences, and various training programs, assisting with promotion of FORWARD activities, writing reports and publications, arranging for speakers, attending required meetings, communicating with collaborating faculty, staff and administrators, and assisting with data collection and analysis.

Application Deadline: June 15, 2012.

Minimum Requirements for Consideration:

- Enrollment in a graduate program.
- Exceptional organizational skills.
- High attention to detail.
- Ability to establish priorities and proceed toward objectives with minimal supervision.
- Ability to work both independently and as part of a team.
- Undergraduate cumulative GPA: 3.0 or above.
- Excellent written and oral communication skills.

Preferred Qualifications:

- Master's degree
- Previous event planning or administrative experience

Application Guidelines: Interested students should submit the following materials

- FORWARD Graduate Assistant Application Form.
- Vita: Not to exceed 2 pages.
- An unofficial transcript.
- Three References from your graduate advisor, supervisor, or other faculty members/professionals who are familiar with their scholarly interests and skills are required. Send a completed Reference Form directly to the address below. You should first visit with each one of your references to describe the program and your interest in it. Reference Forms can be found at <http://www.ndsu.edu/forward/people/scholars>.

Please submit your application materials by *e-mail* with the subject line "FORWARD Graduate Assistant Application" to ndsu.forward@ndsu.edu. Send reference forms and transcripts by e-mail to ndsu.forward@ndsu.edu or hard copy to FORWARD Graduate Assistant, FLC 314, North Dakota State University, Fargo, ND 58108-6050.

Contact: Direct inquiries to Becca Hayes (ndsu.forward@ndsu.edu, 1-7337).

About the NDSU Advance FORWARD Program. Funded in fall 2008 by a five-year, \$3.7 million National Science Foundation Institutional Transformation award, the NDSU Advance FORWARD Program seeks to study and address issues of recruitment, retention, and advancement of women faculty within the STEM disciplines. The specific goals of the program are to (1) improve the climate across the campus and narrow the gap between men's and women's perceptions of the campus climate; (2) employ targeted recruiting strategies to recruit women faculty; (3) retain more women faculty through their probationary period and the promotion/tenure process; (4) support women associate professors as they move to full professor and hire advanced rank women to build a critical mass; (5) promote and hire women faculty into academic leadership positions.