

Advance FORWARD Scholars Position Description

Position Responsibilities

We are seeking highly-motivated scholars to help run the NDSU Advance FORWARD office and its many exciting upcoming activities. Scholars will assist in the work of the NDSU Advance FORWARD project while gaining research and administrative skills. Scholars are expected to devote 20 hours per week with at least 10 hours per week on campus. Applicants selected will receive a 9- to 12-month contract that includes full tuition waiver and a generous stipend (\$16,000 per year).

Discipline Area

Duties vary according to discipline, but a candidate can expect to devote time between several projects with duties that may include research and data collection, organization of databases, and event planning. Duties may vary according to disciplines and skills and may change based on project needs.

Qualifications

Applicants, at a minimum, must be enrolled in a graduate program (preferably in a STEM discipline), have an undergraduate cumulative GPA of 3.0 or higher, have experience with Microsoft Excel, have excellent written and oral communication skills, have excellent organizational skills, and have the ability to work well as part of a team.

Preferred qualifications include a Master's degree (preferably in a STEM discipline), experience with databases and Microsoft Access, experience with statistical software, and experience with qualitative and/or quantitative research methods.

A successful candidate would possess these qualities:

- Good standing within associated department.
- Good communication skills (all modes), including the ability to keep accurate meeting notes, organize information, transcribe interviews, and summarize readings.
- Persistence, independence, and self-starter with a willingness to also work as a team.
- Excellent time-management and organizational skills.
- Not only enthusiasm for research, but also good research skills.
- Positive attitude, flexibility and personable.
- Confidence in knowledge and ability.
- Public speaking skills to diverse groups of people.

List of Duties or Tasks to Perform

- Serve as a positive role model.
- Assist with project development and implementation including conducting Internet research.
- Assist with data compilation and analysis for research, assessment, and evaluation purposes.
- Assist with preparing and presenting reports.
- Assist with administration of research and travel grants, and course releases.
- Assist with scheduling and coordinating project events, including committee meetings, conferences, and various climate training programs.
- Assist with promotion of FORWARD activities.
- Assist with arrangements for speakers.
- Attend required meetings.
- Communicate with collaborating faculty and students.
- Assist with various office needs which may include picking up supplies.