The [Center for Research and Fellowships](https://www1.villanova.edu/villanova/provost/crf.html) seeks a Graduate Assistant for the 2018-2019 academic year. The position carries a full assistant stipend only, so it is ideal for a tuition scholar who is able to work 20 hours a week (flexible) in the CRF office. The successful candidate must have strong writing, communication, and interpersonal skills, a commitment to working with undergraduate students, and facility with social media, databases, and event management. You should be self-motivated with a demonstrated sense of ownership over the results of your work. While **all tuition scholars** are invited to apply, CRF is particularly interested in **incoming graduate students** who can remain in the position for **a full two years**.

**Additionally, CRF seeks an additional graduate student for a year-round hourly position (15 hours per week) beginning in May, 2018.** The position description and application process are the same for both positions. Please indicate in your cover letter whether you would be willing to consider the year-round position as well as the academic year assistantship.

A graduate student on the CRF team will have the title **“Grants and Fellowships Consultant,”** and will have numerous opportunities to develop their educational and professional skills through writing, revising, program development, event planning, and consulting with students.

A complete description of the position is below.

Interested applicants should send a resume and cover letter, **by Friday March 30, 2018, at noon**, to Dr. Michael T. Westrate at: michael.westrate@villanova.edu

Specifically, a Graduate Assistant will have the following responsibilities:

1.       Nationally Competitive Scholarships

a. Outreach and recruitment of grant/scholarship/fellowship candidates.

b. Proofread and consult with students on application materials.

c. Update website and databases.

2.       Undergraduate Research Program

a. Outreach and recruitment of candidates for research opportunities, both internal to the University and externally.

b. Provide support with various programming events, including speakers series, professional development workshops, and poster sessions.

c. Update website and databases.

3.       Presidential Scholarship Program

a. Provide support for the application processes.

b. Provide support with various programming events, including the Presidential Scholars Candidates Weekend.