Electronic Thesis and Dissertation (ETD) Fellow

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

The UGrow ETD Fellow will provide high-level administrative support to the Senior Dissertation Editor and technical assistance to improve communication with graduate students, and enhance interactions for the ETD submission process. The Fellow will engage in technical writing for printed and online instructional documents, monitor and maintain ETD completion records and communicate with students seeking administrative guidance by providing information, technical assistance and/or appropriate referrals.

Skills: Attention to detail, strong written and interpersonal communication skills are required. Excellent knowledge of Microsoft Word and Adobe Acrobat Professional is needed. Knowledge and experience with LaTeX are preferred.

Specific responsibilities

• Prepare and enhance instructional materials for the ETD Blackboard and ETD websites.
• Create and maintain Word, LaTeX, and/or other software templates.
• Clear student documents in Scholarly Repository. This requires evaluating upload, editing of metadata, approval, preparation of email notification to student, and maintaining records of final submissions.
• Processing end-of-semester forms submitted by students who have completed ETD. Maintain a record of submitted forms and completion of online items, i.e., what required documents have been submitted to complete submission and what online items have been completed.
• Notify student of missing documents or unfinished online items by email and follow-up.
• Manage and administer ProQuest site for student submission agreements, the SED Survey site, and Qualtrics site for UM Exit Survey.
• Other duties as assigned.