Professional Development 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 Fellow for Professional Development will work with Graduate School staff to promote and plan programming for doctoral and master’s students across our schools and colleges. Some activities will include:

• Working closely with the dean and associate dean to coordinate the Graduate School’s professional development calendar of events. This includes the development of program content, arranging venues and catering, and administering and analyzing pre- and post-participation surveys to evaluate program effectiveness.
• Working closely with the associate dean to plan and manage the online TA orientation in Blackboard. Monitoring student access and completion of the orientation, preparing completion reports, and related tracking information.
• Working closely with the associate dean to manage Sexual Harassment and Sexual Violence Prevention education and training. Monitoring student access and completion of the orientation in Blackboard, and contributing toward discussions on developing initiatives with the President’s Coalition on Sexual Violence Prevention and Education.
• Assisting with institutional research assignments directed by the dean and associate dean.
• Creating and updating word processing files, Excel spreadsheets, PowerPoint presentations, and 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.