

Seeking Applicants for Graduate Student Assistant To Work on Graduate Recruitment and Programming

Title: Graduate Student Assistant – Half-time

Department: College of Engineering Graduate Education

Position Description:

This position will assist the Graduate Education team with the planning and execution of programs and events, sending email communications to prospective graduate students, making website updates, drafting content for web and print, and other needs. This position may also meet with students to help them prepare for graduate school, review materials, assist in data tracking, draft IRB approval and engage in some engineering education research related work. A large focus of this position will focus on the success of the Pathways Scholars program and the GradTrack Program and increasing the recruitment of underrepresented students in engineering.

This appointment will be a 50% appointment (20 hours per week). Specific working hours will be set in consultation with the student, but are expected to be during typical working hours. Some after hours and weekend work will be required. This position is to begin at the start of the Spring 2022 semester and will continue through the end of next fall (Dec 2022), including the summer. Further continuation is contingent upon continued needs and the student's performance.

Qualifications / Required Skills:

- Pursuing an engineering graduate degree in a program eligible to hold an assistantship (Ineligible program include [online](#) and [professional master's](#).)
- Expected graduation May 2023 or later (later is preferred)
- Passionate about broadening representation in graduate engineering disciplines
- Knowledge of event planning, marketing communications, and/or student recruitment
- Experience with mentoring, collaboration apps (MS Teams, Slack, etc...), web applications/updating websites
- Proficient in Microsoft Word and Excel. Experience with survey tools (Qualtrics) is beneficial
- Strong organizational skills
- Excellent communication skills (writing, speaking, and listening)
- Self-motivated. Able to work independently as well as with a team
- Able to handle confidential information with discretion

Anticipated Start: January 2022, with continuation through Summer 2022 and Fall 2022

Compensation: Compensation will be at a rate commensurate with salary levels set by the GA's home department and academic level.

To Apply: Please send to Dr. Jackie McDermott (jem@purdue.edu) by **5:00 p.m. Nov 15th, 2021:**

1. Resume or CV
2. Cover letter. Include details of your interest in working with underrepresented students, as well as any experiences with event planning, mentoring, website/email campaigns and other communications.
3. A response to the following two prompts (please submit in a Word document/PDF):

- a. If a student were to ask the following question, how would you respond? Please send a 1-2 paragraph reply email to the student question below.

What are some things I can do to prepare for graduate school?

- b. As part of our Summer Research program, this GA position will connect students with faculty for summer research. If an undergraduate student reaches out to you with an interest in Robotics, please describe in 1-2 paragraphs how you would 1) find and 2) reach out to faculty members in their area of interest. If you have any examples of doing this previously, then please feel free to include this here as well.