

2022 Summer Graduate Assistant/Mentor Position Announcement

Summer Undergraduate Research Fellowships (SURF) Program

Engineering Undergraduate Research Office, Purdue University

Apply by January 10, 2022

Employment Period: May 09 - August 05, 2022

Graduate Assistantship: Paid ½ time, a competitive stipend, fee remission, and health insurance.

Position Description

SURF graduate mentors/ assistants (GAs) are an integral part of the Engineering Undergraduate Research Office (EURO), and they work together to provide administrative support to the SURF program. Each SURF GA contributes to the successful implementation of the entire program by taking the lead on specific aspects of the program and assisting the other GAs in their leadership roles. GA also works closely with the student participants by providing technical writing support and tracking their program progress. **Some evening and weekend work is required.**

Requirements

- Ph.D. student in a **STEM graduate program** by the time of employment
- **Leadership experience** (e.g., roles on teams and with organizations)
- **Mentoring and teaching experience**
- Demonstrated **presentation AND technical writing** skills (e.g., conference presentations, publications)
- Ability to work in a **high-paced environment** and effectively prioritize and balance multiple tasks
- Strong **interpersonal skills**
- Familiarity with learning management systems (i.e., Brightspace)

Responsibilities

Student Support: Each GA is assigned and responsible for 20-25 of the SURF participants (~200)

- Provide technical and general support to aid students' successful completion of the program
- Build professional relationships with the students, and track their progress and attendance
- Review students' technical writing (e.g., literature review, abstract, and technical paper)
- Coach students on how to prepare for a symposium presentation
- Present and facilitate workshops and meet with the assigned student groups

Administrative Support:

- Collaborate and coordinate with the SURF leadership team to implement orientation, lab tours, professional development seminars, symposium session planning, and awards reception
- Organize social events
- Prepare an end-of-program report documenting participation metrics, the success of individual events, best practices, and recommendations for 2023
- Other duties as assigned by the EURO leadership to successfully implement the program

To apply for this position, provide a current **resume** and **cover letter** addressing:

- The motivation for the position based on the position responsibilities (noted above) **and** your professional goals
- Previous experience relevant to the position qualifications (noted above)
- Off-campus commitments during the employment period (e.g., conference travel, job search)
- Other employment or academic commitments for the summer (e.g., courses, defense, qualifying exams)

Apply via myCCOjob <https://www.cco.purdue.edu/Home/myCCO> **JOB ID: 904126**

For questions, please email: eur@purdue.edu