**Summer 2025 Fellowship Application Development Program**

**Graduate Fellowship Consultant Position Description**

**Overview:**

Graduate Fellowship Consultants work with the Graduate Center Office of Fellowships (GCOF) to recruit and support UArizona students who are applying for external fellowships. The Summer 2025 Fellowship Application Development Program supports any student applying to a graduate fellowship and is online.

Applicants for the Graduate Fellowship Consultant position must have previously been awarded nationally or internationally competitive fellowships or grants.

**Compensation:**

* Hourly at $27.41 (*not* a GA position)
* Maximum of 30 hours from May 7 – July 7, 2025

**Requirements:**

* Current University of Arizona graduate student
* Awardee of an international or nationally competitive fellowship (e.g. Student Fulbright, NSF GRFP, NASA FINESST, etc.)
* Experience using D2L
* Strong interpersonal and communication skills
* Training for FERPA is required.

**Responsibilities**

* Promote Summer Fellowship Application Development Program both within and outside of your college by following up with graduate coordinators, responding to questions from students, and, when appropriate, contacting individual students (1 hour)
* Meet with GCOF staff and other Graduate Consultants for training and check-ins (approximately 4 hours)
* Email and respond to emails from applicants (approximately 5 hours)
* Review applications and provide comments (approximately 10 hours)
* Virtually meet with applicants (approximately 10 hours)
* Other responsibilities as required

**Preferred Qualifications**

* Applicants who are reflective, empathetic, curious, and have teaching or mentoring experience
* Experience working with a Graduate Writing Consultant, participating in Writing Efficiency Sessions, or participating in the Fall or Summer Fellowship Application Development Programs
* Graduation in Fall 2027 or later

**Application Process**

Please submit upload the following documents by April 8, 2025 to this folder: <https://arizona.app.box.com/f/d45730d375514dcf8207e2eddb9629c3> . Please be sure that the documents have your name on them.

Questions? Please contact the Associate Director of the Graduate Center Office of Fellowships, Shelley Hawthorne Smith (shellh@arizona.edu)