**Graduate Center Office of Fellowships**

**GA Position for Graduate Fellowship and Writing Support**

**Overview:**

This position focuses on fellowships and graduate writing with the following three goals:

* Raise awareness of graduate funding opportunities
* Help UA students develop stronger fellowship applications
* Improve campus support for graduate writers

**Title:**

GA for Graduate Fellowship and Writing Support

**Compensation:**

* 20 hours/week
* $43,860 - $45,175 (depending level of graduate education achieved)
* August 18, 2025 – May 24, 2026 with potential for additional summer funding

**Purpose:**

The graduate assistant will work with the Graduate Center Office of Fellowships to support graduate students in learning about and applying to funding opportunities. The GA will work with staff to write the GradFunding Newsletter, publicize and manage fellowship development programs, and support graduate writers. Duties include researching current fellowship opportunities, writing or editing articles about graduate funding, publicizing application development programs, administering application development programs, help collecting program data, and assist with program evaluation. Additionally, the graduate assistant will assist with graduate writing support through publicizing writing support, facilitating Writing Efficiency Sessions, improving campus resources for graduate writers, and other activities.

**Requirements:**

* Current University of Arizona graduate student
* Ability to utilize Office programs, including Word, Excel, Power Point, and Publisher
* Experience with other software/website programs, such as Qualtrics, Google Docs, UA lists, Box, D2L, Zoom, and AI writing tools
* Experience with basic grant writing, communication, and marketing preferred
* Strong interpersonal and organizational skills are necessary
* Training for FERPA is required.

**Examples of Duties**

* Research opportunities for the GradFunding Newsletter
* Write or edit articles for the Graduate Center website
* Publicize fellowship Application Development Programs, workshops, information sessions, review sessions
* Help manage and communicate with students in Application Development Programs
* Assist in updating D2L and websites as needed
* Review fellowship applications
* Communicate grant writing advice to applicants via email
* Create marketing materials for graduate writing support
* Collect and evaluate program data
* Facilitate Writing Efficiency Sessions
* Work with individual or groups of graduate writers
* Research and write discussion questions for writing tips
* Other duties as assigned

**Application**

To apply, submit CV and letter of interest on or before April 8, 2025 (with your name on the materials) to this folder: Would you please upload your application documents to this folder

<https://arizona.app.box.com/f/6b8827a4071c4789b275f91541fa0d11>

Questions? Please contact Shelley Hawthorne Smith at shellh@arizona.edu