

Part-Time Fellowships Advisor

Office of National Fellowships

The Office of National Fellowships (ONF) seeks a currently enrolled graduate student to serve as a Fellowships Advisor to support the variety of services provided to UD students through ONF.

Office Overview

ONF provides information about nationally competitive funding opportunities and associated application processes through individual, targeted advising; information sessions, workshops, and presentations; and online and printed resources. ONF staff members mentor students through rigorous application processes, providing support in identifying relevant opportunities, guiding students through the application process, and facilitating campus endorsement procedures. ONF collaborates with faculty, staff, departments, colleges, and units across campus to identify and support undergraduate and graduate students.

Position Responsibilities

The Fellowships Advisor will contribute significantly to the work of the Director and Associate Directors, partnering in support of existing ONF efforts and in creating new initiatives. Responsibilities include, but are not limited to:

- Advising first and second year students on nationally competitive fellowships
- Developing and leading information sessions and targeted workshops on fellowships opportunities and writing personal statements and project proposals
- Supporting candidates through the entire national fellowships process, including preliminary review of statements and editorial guidance prior to submission for national competitions, especially the Gilman Scholarship
- Contributing to the ONF's continual effort to build a robust newsletter
- Conducting campus outreach to continually help connect undergraduate and graduate students to ONF
- Record keeping and data management to track student engagement with ONF
- Creating and updating fellowships resources (guides and canvas modules) that support students as they compose competitive application materials
- Additional duties as assigned.

Required and Desired Qualifications

- The ability to work effectively as an integral part of a small team, as well as independently, is required.
- Computer skills required include Microsoft Office suite.
- Strong public presentation skills and experience in a teaching environment and/or with one-on-one advising are expected.
- Superior written communications skills are required. Preference given to students who have taught (or TA'd) a course where writing was a significant component or students with experience working in a Writing Center.
- Evident commitment to student success and accessibility, as well as familiarity with the processes involved in applying for nationally competitive opportunities, is highly desirable.

Position Hours and Pay

- The position is for one year and is renewable, pending available funding. The ideal candidate will be able to work up to 9.5 hours per week, with preference given to someone able to commit to at least two years.
- This role pays \$27/hour.

Work Mobility

This is an on-campus position serving students in person in ONF offices in Hullahen Hall. During some times of year, remote work can be negotiated with supervisor on a case-by-case basis dependent on the demands of the fellowships cycle.

Apply Now

Graduate students interested in applying for this position should email their application to national-fellowships@udel.edu. The e-mail should contain the following:

- “ONF Graduate Student Fellowships Advisor” in the subject line
- Cover letter in the body of the e-mail briefly summarizing interest in and qualifications for the position
- CV/resume, including contact information for three references
- Writing sample of 5-12 pages

General questions about the position can also be addressed to Laura De Furio, Director of National Fellowships at ldefurio@udel.edu. Application review will commence immediately, with a projected start date in late-February. Review of applications will continue until the position is filled.