The [Center for Research and Fellowships](https://www1.villanova.edu/villanova/provost/crf.html) seeks two year-round hourly (15 hours per week) graduate student Grants and Fellowships Consultants with one beginning as soon as possible and another in early Summer 2020. Successful candidates will have strong writing, communication, and interpersonal skills, a commitment to working with undergraduate students, and facility with social media, editing, and event management. The CRF team seeks a self-motivated individual with a demonstrated sense of ownership over the results of their work. While all graduate students are invited to apply, CRF is particularly interested in **incoming graduate students** who can remain in the position for **a full two years**.

The **Grants and Fellowships Consultants** will have numerous opportunities to develop their professional skills through writing, editing, project management, event planning, and meeting with students.

Interested applicants should send a resume and cover letter, **by March 1, 2020 at 11:59 p.m.**, to Catherine Stecyk, Associate Director of CRF, at crf@villanova.edu. Applications may be considered on a rolling basis. Please combine documents into one PDF, naming the file CRF Graduate Student Application LASTNAME. Please include that same naming format in the subject line of the email.

The Grants and Fellowships Consultant will have the following responsibilities:

1.       **Nationally Competitive Scholarships and Fellowships**

a. Assist in outreach and recruitment of candidates for external scholarships and fellowships, such as the Fulbright U.S. Student Program and other awards.

b. Review personal statements and essays and meet with students to discuss application materials.

c. Update CRF website and promotional materials.

2.       **Student Research Programs**

a. Assist in outreach and recruitment of candidates for research opportunities, such as the internal Villanova Undergraduate Research Fellowship (VURF) Program and external summer research internships.

b. Provide support with various programming events, including professional development workshops for first-year undergraduates and the annual Student Research Symposium each September.

d. Assist with the editorial and publication process of the *Veritas: Villanova Research Journal*.

3.       **Presidential Scholars Program (PSP)**

a. Provide support for the PSP application processes, including answering questions from prospective students and families.

b. Provide support with PSP events, including the Presidential Scholars Interview Program (February), Summer Academy pre-orientation program, and student events during the year.