

The [Center for Research and Fellowships](#) seeks a year-round hourly (15 hours per week) graduate student **Grants and Fellowships Consultant** beginning in early Summer 2021. The successful candidate must have strong writing, communication, and interpersonal skills, a commitment to working with undergraduate students, and facility with social media, databases, 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 Consultant** 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 April 1, 2021 at 11:59 p.m.**, to Catherine Stecyk, Associate Director of CRF, at crf@villanova.edu. Application materials must be submitted using the following guidelines:

- Email subject line should contain: **CRF Graduate Student Application LastName**
- Resume and cover letter combined into **one PDF file**
- File should be named: **LastName_FirstName_CRF Graduate Student Application**

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