

The [Center for Research and Fellowships](#) (CRF) administers three key areas of programming at Villanova University: undergraduate research, nationally competitive scholarships and fellowships, and the Presidential Scholars Program (PSP).

CRF seeks one year-round, hourly (15 hours per week) graduate student **Grants and Fellowships Consultants** beginning in late Fall 2022 or January 2023. The successful candidates must have strong writing, communication, and interpersonal skills and a commitment to working with undergraduate students. 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. This position does not come with a tuition waiver.

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

Interested applicants should send a resume and cover letter to Kelsey Fenner, Assistant 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 work in the following areas:

1. **Nationally Competitive Scholarships and Fellowships**

- a. Student advising: Review personal statements and essays and meet with students to discuss application materials.
- b. Assist in outreach and recruitment of candidates for external scholarships and fellowships, such as the Fulbright U.S. Student Program and other awards.
- 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 undergraduates and the autumn Student Research Symposium.

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.