

THE COLLEGE OF ARTS AND SCIENCES CENTER FOR CAREER AND PROFESSIONAL SUCCESS
JOB TITLE: GRADUATE RESEARCH ASSOCIATE

Under the supervision of the Resource Planning Analyst of the Center for Career and Professional Success, the Graduate Research Associate supports the measurement of Career Success impact through the support of graduate student career development, writing and submission of grants, and support of assessment within Career Success. The Graduate Research Associate primarily will be responsible for supporting graduate student professional success through programming, training, and curation of relevant content. In addition, the individual will identify, define, and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. This position may include some weekend and evening work and requires the successful completion of a background check including professional references and criminal history.

REQUIRED QUALIFICATIONS:

Currently enrolled as a graduate student in a doctoral program at Ohio State in Higher Education, Education Psychology, or an relevant discipline in the Arts & Sciences; minimum one year previous experience working in an office environment or in a research capacity; demonstrated knowledge of research methodologies; previous experience with Microsoft Office suite with significant proficiency in Excel; previous experience with SPSS and quantitative analysis; previous experience with assessment and evaluation; ability to prioritize workload with an emphasis in being able to take initiative and work both independently and collaboratively with a team of professionals.

DESIRED QUALIFICATIONS:

Previous experience working in an institution of higher education or other non-profit organizations; previous experience designing and conducting qualitative research; experience utilizing Tableau.

50% OF TIME – CORE FUNCTION: GRADUATE STUDENT CAREER DEVELOPMENT

- Coordinate of College-wide outreach and gaining participation from external stakeholders in graduate student professional success programming, including student preparation programs, hiring and/or networking events
- Providing assistance (in consultation with Director of Graduate Student Professional Success) with the following initiatives:
 - Graduate Student Success Grants
 - Digital and print resource development
 - Training and consultation with various stakeholders on best practices in supporting Graduate Student professional success
 - Introduce career resources and software that are exclusively graduate students to appropriate peer groups
 - Curation of content that can be marketed specifically to graduate students (e.g., jobs outside of academia) through various channels and/or campus partners
 - Collect and research information related to job and/or employer development
 - Coordinate and schedule meetings that include key stakeholders such as the Graduate School, Directors of Graduate Studies, The Center for Humanities in Practice, Student Life, Erdos Institute, STEAM Factory, and other relevant Academic Colleges.

45% OF TIME – CORE FUNCTION: GRANT WRITING

- Researches and identifies new government, corporate, foundation and private funding prospects to match Career Success priorities
- Generates high-quality proposals (in consultation with the Resource Planning Analyst) , narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of Career Success, Arts, and Sciences, OSU, and the requirements and guidelines of the funding agencies
- Generates revenues for Career Success programs through timely submission of well-researched, well written and well-documented grant proposals

5% OF TIME – CORE FUNCTION: SUPPORT OF CAREER CENTER OPERATIONS

- Participate in staff meetings, trainings, and staff development activities.
- Actively participate in one of the Career Success internal committees
- Other duties in support of the mission of Career Success and the College of Arts and Sciences, as assigned