

Graduate Student Intern
Office of National Scholarships and Fellowships (ONSF), University of Tennessee

The Office of National Scholarships and Fellowships (ONSF) currently seeks a Graduate Student Intern to support the variety of services provided to UT students through the ONSF.

Office Overview

A division of Student Success, the ONSF is an academic unit that 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. ONSF 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. The ONSF collaborates with faculty, staff, departments, colleges, and units across campus to identify and support prospective undergraduate scholars.

Position Responsibilities

The Graduate Student Intern will contribute significantly to the work of the Director and Senior Faculty Director, as well as the ONSF Faculty Fellow and Undergraduate Student Assistant, partnering in support of existing ONSF efforts and in co-creating new initiatives. Responsibilities include, but are not limited to:

- advising first- and second-year students on nationally competitive scholarships and fellowships;
- developing and leading information sessions and targeted workshops on scholarship opportunities and writing personal statements and project proposals;
- supporting candidates through the entire national scholarships process, including preliminary review of statements and editorial guidance prior to submission for national competitions, especially the Fulbright;
- ongoing website maintenance and contributing to the ONSF's continual effort to build a robust database of gap-year and post-graduate opportunities; and
- campus outreach to continually help connect undergraduates to the ONSF.

Required and Desired Qualifications

The position is for one year and is renewable, pending available funding. The ideal candidate will be able to work up to 20 hours per week, with preference given to someone able to commit to at least two years. *This position does not include a tuition waiver; however, the ONSF is able to offer a scholarship to cover in-state tuition and fees, as well as a competitive graduate student hourly wage.* The Graduate Student Intern may not concurrently hold a stipend from another UT department.

The ability to work effectively as an integral part of a small team, as well as independently, is a must. Evident commitment to student success, as well as familiarity with the processes involved in applying for nationally competitive opportunities, is highly desirable. Superior written communications skills are required. In addition, strong public presentation skills and experience in a teaching environment and/or with one-on-one advising are expected. Computer skills required include Microsoft Office suite; social media platforms; and the ability to work with website tools like WordPress. Photoshop and/or experience with other graphic and media platforms a plus.

Apply Now

Graduate students interested in applying for this position should e-mail Andrew Seidler, Director of the ONSF, at aseidler@utk.edu. The e-mail should contain the following:

- "ONSF Graduate Student Intern Application" 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 no more than 15 pages

General questions about the position can also be addressed to Andrew by e-mail. Application review will commence immediately, with a projected start date of the first week of the fall term, 2016. Review of applications will continue until the position is filled.