Graduate Assistantship Available

The Sponsored Projects Administration (SPA) announces a full-time (20 hrs/week) graduate assistantship available for the 2016-17 Academic Year, with potential for continuing into Summer Semester 2017.

Position Title: School Grantwriting Assistant

Position Reportage: The graduate assistant reports to the Associate Director of Pre-Award Operations, Sponsored Projects Administration.

Position Duties and Responsibilities: As School Grantwriting Assistant, primary responsibilities include working specifically with Burris Laboratory School and Indiana Academy Administration, Faculty and PTSO to identify and disseminate funding opportunities; consult with teacher/project director on proposal vision, educational standards addressed and classroom impact; be the primary author of classroom grant proposals for smaller Teacher/classroom grants. Working under SPA supervision, the GA, will have a presence in the schools, and is expected to attend teacher and PTSO meetings; time commitment may include evenings and weekends; other duties as assigned.

Qualifications:
A competitive applicant will have:
- Bachelor’s degree in education or related field
- Must be available to work 20 flexible hours per week, which may include evenings
- Excellent written and oral communication skills
- Strong technical writing skills
- Extensive working knowledge of Microsoft Office, and technical troubleshooting capabilities
- Demonstrated ability to work independently and in a highly organized, detailed manner
- Demonstrated time management and problem solving skills
- Ability to manage multiple projects and deadlines
- Willingness to complete training for policy regarding working with minors and grant permission for limited criminal history check.

Preferred:
- K-12 teaching/classroom experience
- Pursuing a degree related to K-12 education or administration.
- Successful completion of the course EDST 697 “The Grant Process and Research”

Schedule:
Time requirement is 20 hours per week. May be required to work evenings and weekends as needed.

Application:
To apply, please submit, via email, to Ms. Jackie Davis in Sponsored Projects Administration (jsdavis@bsu.edu) the following materials in PDF or Word format:
- Letter of interest, including a description of skills, experience, aspirations
- Résumé, including contact information (email address & telephone number)
- A writing sample of approximately 1,000 words
- Three professional or educational references, including names, titles, and telephone/email addresses

Submission Date: No later than June 1, 2016
Interviews will begin immediately and will continue until the position is filled. Ball State University operates on an equal opportunity basis in hiring practices.