GRADUATE DEAN’S FELLOWSHIP JOB DESCRIPTION

OVERVIEW:

- **Fellowship Timeframe**: Fall 2020, Spring 2021, and Summer 2021. Specific dates will be outlined in the employment contract.

  The Graduate Dean’s Fellowship is for one year only; however, if the incumbent is successful, pending fund availability, a continuing appointment as a graduate assistant in the second year would be available.

- **General Duties**: Working both independently and collaboratively to support an OPWL faculty member(s) with the faculty’s teaching, research, and service activities.

- **Expectations**: Enroll in a minimum of 9 credits of OPWL courses each semester, Fall and Spring, and 5 credits during Summer.

  Work 20 hours per week for the Organizational Performance and Workplace Learning (OPWL) department

  Maintain at least a 3.00 GPA

- **Compensation**: $15,000 paid in bi-weekly installments during Fall, Spring, and Summer.

  - Health insurance

  - Fee waiver of 9 credits per semester (Fall and Spring) and 5 credits during the summer

- **Requirements**: Must be fully admitted to the Masters of Science in Organizational Performance and Workplace Learning program.

JOB DESCRIPTION:

The Graduate Dean’s Fellowship recipient will engage in some of the following tasks. This is not an all-encompassing list of work, as individual faculty supervisor(s) and the Fellowship student will discuss specific job expectations, roles, and responsibilities.

- **Teaching**:
  - Update blackboard and course materials on an as-needed basis
  - Grade weekly participation/assignments based on the course rubrics
  - Update and review course syllabus

- **Research**:
  - Participate in one of the OPWL faculty research labs
  - Search literature, organize and synthesize literature and readings, assist with writing paper(s)
  - Collect, analyze and synthesize data
  - Write manuscripts in collaboration with faculty, and assess quality in terms of structure, grammar, spelling, formatting according to APA style guidelines
• Service:
  o Publish an article in a peer-reviewed journal and/or submit a presentation proposal to a professional organizational conference
  o Explore the creation of a peer network to engage in community-building activities as a resource for and to our growing diverse student population
  o Create content that can be used for departmental marketing efforts and social media postings
  o Assist OPWL Department on various projects or special tasks as needed

SELECTION CRITERIA:

At a minimum, the candidate should have:

• Fully admitted to the MS-OPWL degree program at Boise State University
• Resident of Idaho and be of Hispanic/Latinx heritage
• The ability to balance 9 credits of coursework per semester
• The ability to manage your time and work independently under minimal supervision
• The ability to take direction and meet expectations
• Excellent verbal and written communication skills
• Experience with common office productivity software, including the Google Suite and MS-Office
• Familiarity with video conferencing tools such as Zoom, Hangouts, or Skype
• This maybe a virtual position; then, the Graduate Fellow must have a computer, internet access, webcam, and microphone

The preferred candidate will have:

• Prior experience in editing/proofreading
• Prior experience or interest in working in virtual teams
• Interest in research
• Passion for improving organizational performance and workplace learning

HOW TO APPLY:

Submit the Fellowship application.

Make sure to attach your resume to your application. If you have any issues attaching your resume, please send an email to Kelly Weak (kweak@boisestate.edu) with “2020-2021 Graduate Dean’s Fellowship Application” as the email subject line.