

OFFICE OF FELLOWSHIPS ADVISING

--- We're Hiring --- Apply Today! ---

The Office of Fellowships Advising (OFA) is looking for a friendly, resourceful and creative student to work as an **OFFICE ASSISTANT** during 2016-17.

WHAT IS OFA? OFA supports students and alumni in searching and applying for competitive domestic and international awards. Does the idea of doing work to support an office that encourages students to think broadly and creatively about ways to fulfill their short- and long-term goals sound meaningful and fun? If so, you're encouraged to apply for the office assistant position! **Learn more at go.uvm.edu/ofa.**

RESPONSIBILITIES:

- Social media and on-campus outreach, data entry and database management
- Creation and distribution of promotional materials
- Administrative tasks and attendance at events across campus as required
- May be asked to perform front desk duties
- Help the office find EASIER and BETTER ways to get things done

PERKS:

- Learn about free money and all kinds of undergraduate scholarships and post-bac opportunities
- You'll have opportunities to craft your own position, take on new projects and gain expertise in your areas of interest. If there are certain professional skills you'd like to develop or experience you hope to gain before graduation, OFA is eager to help you craft the office assistant role to best serve your goals
- You'll get to work with a supervisor who is excited to help you develop the professional and self-evaluative skills necessary to present yourself competitively for jobs, graduate programs, fellowships and other post-bac opportunities
- The occasional free coffee and/or lunch

ELIGIBILITY:

- Must have work-study; Open to all students; sophomores and juniors are especially encouraged to apply
- Experience or interest in studying/living abroad and/or undergraduate research preferred

APPLY VIA SEO: Be sure to include your general availability.

QUESTIONS: [contact sheena.miller@uvm.edu](mailto:sheena.miller@uvm.edu)