The University of Pennsylvania’s Center for Undergraduate Research and Fellowships (CURF, https://www.curf.upenn.edu/), an arm of Penn’s Provost’s Office, is seeking a creative and highly organized PhD student who has passed their candidacy exams with excellent communication skills, both written and oral. The successful applicant will have good decision-making abilities, the capacity to work both collaboratively and independently with limited supervision, a demonstrated record of managing multiple projects under tight deadlines, and be able to handle sensitive material and information confidentially. Maturity, poise, judgment, and professionalism are essential.

Fellow Responsibilities will vary over time with shifting emphasis throughout the year:

- Design outreach and lead events to introduce undergraduates to research opportunities at Penn
- Create and present information sessions to help undergraduates develop and sharpen research skills
- Collaborate with Senior Associate Director and faculty to administer internal application and selection processes for undergraduate research grants
- Manage undergraduate research website and social media accounts
- Update/verify information in both the undergraduate funding database and research opportunity database
- Coordinate undergraduate research data management efforts
- Other duties as assigned

Salary: $23.00/hour, part-time (averaging 20-25 hours per week during the summer, maximum of 20 hours per week during the academic year). Start date: As soon as possible

Additional Qualifications:

- PhD student who has passed their candidacy exams
- Desire to work with high-achieving university students
- Comfort working in a high-volume, deadline driven environment
- Patience and a sense of humor extremely helpful
- Ability to work with diverse groups of people and to work independently required

Please send a resume and cover letter to CURF at curf@upenn.edu with the Subject Line “Graduate Fellow for Undergraduate Research Programs application.”

This position adheres to all policies listed at https://www.hr.upenn.edu/myhr/resources/policy/recruitment/temporary-extra-persons

The CURF Graduate Fellow for Undergraduate Research Programs may not work more than 999 hours in a fiscal year (July 1 – June 30) and is not eligible for University benefits.