

2021-2022 CURF Fellowships Fellow Job Description

The University of Pennsylvania's Center for Undergraduate Research and Fellowships (CURF, <https://www.curf.upenn.edu/>), an arm of the Provost's Office, seeks one to two currently enrolled PhD students to serve as 2021-2022 CURF Fellowship Fellows. This position offers an opportunity to obtain hands-on student development and program administration experience working with highly-motivated students and alumni from all twelve of Penn's schools. Fellowship Fellows serve as an integral part of CURF's Fellowships Team and work closely with CURF staff to assist a diverse group of undergraduates, graduate students, and alumni exploring nationally competitive [fellowship opportunities](#) such as the Fulbright, Rhodes, Marshall, Gates, Schwarzman, Truman, Beinecke, and Goldwater Scholarships..

Depending on the needs of the office and the Fellow's availability, the time commitment can range between 10 and 20 hours per week, with the expectation that hours will be consistent over the course of the academic year (and may increase slightly during the summer) and Fellows will commit to the position through Summer 2022.

Required Qualifications:

- Master's degree in any field
- 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 collaborate with diverse groups of people and to work independently

Please send a resume and cover letter to curf@upenn.edu with the Subject Line "Fellowships Fellow application"

20 hours per week maximum, occasional evening or weekend hours for special events

999 hours maximum within Penn's fiscal year, which runs from July 1 – June 30

This position adheres to all policies listed at

<https://www.hr.upenn.edu/myhr/resources/policy/recruitment/temporary-extra-persons> Fellows may not work more than 999 hours in a fiscal year (July 1 – June 30) and they are not eligible for University benefits.

Start Date: July 1 preferred, but start date is flexible. Salary: \$23.00/hour

Fellow Responsibilities will vary over the course of the year:

- Provide feedback on drafts of application essays for major fellowships
- Assist with outreach, particularly to underrepresented student populations at Penn, to help strengthen an inclusive culture of fellowships
- Assist in development of new online resources for undergraduates, graduate students, and international students seeking fellowship opportunities
- Assist in the coordination of internal application processes for all external fellowships including the Rhodes, Marshall, Mitchell, and Fulbright
- Assist in coaching and development of applicants for prestigious fellowships, including interview preparation and information sessions and other events
- Meet with applicants and draft institutional assessment letters on behalf of Penn for fellowship nominees
- Assist in managing CURF's social media presence
- Assist CURF staff in developing marketing and outreach strategies and targeted outreach to Penn students and alumni, departments, undergraduate and graduate schools, and other campus partners
- Assist with data management of event attendance, advising, and application data
- Work with CURF staff to develop, organize, and improve materials, such as promotional materials, handouts for workshops, and descriptions of processes
- Other duties as assigned

CURF Scholar Programs Graduate Fellow Job Description

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, seeks a graduate student to serve as the 2021-2022 CURF Scholar Programs Graduate Fellow. This position offers an opportunity to cultivate student development and program administration skills as well as experience working with highly-motivated, highly-achieving students from all four of Penn's undergraduate schools. The CURF Scholar Programs Graduate Fellow works with CURF staff to support the Benjamin Franklin Scholars (BFS) program (<https://www.curf.upenn.edu/bfs>) and the University Scholars (UScholars) program (<https://www.curf.upenn.edu/university-scholars>), two of Penn's signature undergraduate academic programs. These programs build diverse cross-campus communities pursuing enriching academic, professional, and social opportunities through distinctive seminars, international internships, research mentorship, and other forms of campus engagement. The CURF Scholar Programs Graduate Fellow position will be 15 to 20 hours per week during the academic year with an August/September 2021 start date and a May 2022 concluding date. Occasional evening or weekend hours may be required for special events.

Required Qualifications:

- Current Penn graduate student in any field
- Desire to work with highly-motivated, highly-achieving undergraduate students
- Comfort working in a high-volume, deadline-driven environment
- Ability to work with diverse groups of people and to work independently
- Patience and a sense of humor extremely helpful!

Please send a resume and cover letter to CURF at curf@upenn.edu with the subject line "CURF Scholar Programs Graduate Fellow application."

This position adheres to all policies listed at <https://www.hr.upenn.edu/policies-and-procedures/policy-manual/recruitment-and-staffing/temporary-extra-persons>.

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

Start Date: August or early September 2021

Salary: \$18.00/hour

CURF Scholar Programs Graduate Fellow Job Description

Fellow responsibilities will vary over time with shifting emphasis throughout the year.

Responsibilities with both programs:

- Meet regularly with the Faculty Directors of each program and CURF's Academic Coordinator to plan and assess programming
- Solicit, refine, and implement ideas for events that facilitate student engagement and support programmatic goals
- Hold regular office hours to meet with Scholar Program students
- Assist with each program's website and social media
- Help strengthen connections between all Scholar Program students and CURF

Benjamin Franklin Scholars Program:

- Meet regularly with the BFS Undergraduate Advisory Board (UAB) and staff and students of all BFS-affiliated programs to facilitate communication and coordination
- Supervise BFS Peer Mentors with Academic Coordinator
- Assist with BFS data management of event attendance
- Assist in creation and distribution of program communications
- Plan and attend annual Fall BFS Convocation and Spring BFS Commencement gathering
- Collaborate with College House staff to plan BFS events in Hill College House and other events on campus and beyond Penn
- Assist in planning twice-yearly BFS Advance Registration events promoting upcoming seminars and connecting BFS faculty and students
- Assist in engaging BFS alumni during Homecoming weekend and throughout the year to strengthen program identity and cohesion
- Other duties as assigned

University Scholars Program:

- Advise University Scholars in the preparation of research funding proposals
- Coordinate weekly UScholars Friday Lunch Talks by scheduling student presenters, meeting caterers, setting up food, and cleaning up afterwards
- Assist Academic Coordinator with UScholars communication and data management with event attendance
- Other duties as assigned

CURF Graduate Fellow for Undergraduate Research Programs Job Description

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 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 15 hours per week). Start date: June 1 preferred

Additional Qualifications:

- 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 are not eligible for University benefits.