



## JOB DESCRIPTION

**Job Type:** On Campus, Virtual, FWS Not Preferred

**Employer:** Scholars & Fellows Programs

**Department:** Center for Student Success, Student Development, Homewood Student Affairs

**Category:** Program Assistant III – Graduate Assistant

**Start Date:** As soon as possible

**Learning Outcomes:** Writing/Communication, Critical Thinking and Problem Solving, Intercultural Fluency, Leadership, Teamwork

***~This job is year-round and will be on average 10-20 hours per week. It requires ability to be on campus regularly and work evening plus occasional weekend hours.~***

**General Summary:** We are seeking an engaged graduate student who possesses a combination of strong skills and experiences in writing, event planning, and teaching/advising/mentoring undergraduates to serve as a program coordinator. The ideal candidate will have a strong personal background or experience in understanding the lived experiences of first-generation college students and underrepresented students (e.g., limited-income students, students of color, undocumented students, etc.).

This position provides program support to the National Fellowships Program (NFP), Kessler Scholars, and Baltimore & DC Scholars, which all share a central mission of fostering and supporting the intellectual growth and scholarly development of students. Our coordinators work closely with the Director, Associate Director, and Assistant Director of Scholars & Fellows to help build the programs, expand services and opportunities for students, and provide individual advising to students.

The positions include regular interaction with the fulltime staff and other program coordinators, through team and one-on-one meetings and various communications platforms. While the program coordinator work is carried out with considerable independence, Scholars & Fellows Programs has a collaborative ethos within our team and more broadly in the Center for Student Success and on campus. Our program coordinators have regular interactions with students and recent graduates as well as colleagues in university partner offices.

Throughout this assistantship, the Director, Associate Director, and Assistant Director will provide ongoing guidance and opportunities for professional development as the program coordinator learns about developing programming and advising and delivering essay feedback to students; completes projects; and becomes acquainted with the administrative side of our institution.

### **Essential Job Functions:**

- Communicate effectively and maintain positive, courteous, supportive, and professional working relationships with all levels of contacts.
- Show initiative and attention to detail.

- Help to plan and lead recurring in-person program events for Kessler Scholars and Baltimore & DC Scholars, including logistics (e.g. food ordering, set-up) as well as devising and delivering program content that promotes community and intellectual development among Scholars.
- Advertise SFP program events to the program cohorts and, as appropriate, the JHU community through email and campus and social media.
- Develop and post content to the SFP social media accounts and websites (using WordPress) and to the NFP's Blackboard/Canvas sites.
- Provide careful, constructive critiques of student application materials as needed.
- Develop knowledge of the Fulbright US Student Program to a reasonable level of detail and, after learning the conventions of Fulbright applications, provide iterative feedback on applicants' essay drafts (June through August). Help prepare campus evaluation forms for Fulbright applications (September).
- Offer information sessions for potential fellowships applicants (sessions normally virtual but may be in-person).
- Assume administrative tasks as assigned. Develop and maintain information to generate reports, tables, charts, and presentations as needed.

**Qualifications:**

- Must be a full-time, matriculated graduate student at Johns Hopkins University. Preference will be given to PhD student candidates.
- Must be generally available to work in early evenings when program events are normally scheduled.
- Excellent verbal and written communication skills.
- Strong organizational and event planning skills.
- Interest in undergraduates and ability to work effectively with them.
- Desire to support efforts to increase participation of underrepresented groups in fellowship application processes and support first-generation/low-income students in their intellectual growth.
- Teaching/TA experience. *Strongly preferred:* experience teaching in classes that require critiquing writing, curriculum development experience.
- Ability to work independently and on a somewhat flexible schedule.
- Ability to handle confidential information with discretion.
- Familiarity with Excel, WordPress, Canva, and Blackboard/Canvas required; familiarity with Qualtrics and/or Constant Contact preferred.

Additional preferred qualifications include, but are not limited to:

- Experience studying or working abroad.
- Broad knowledge of Johns Hopkins University, specifically student services and programs.
- Strong student organization, campus programming or event planning, and leadership experience.