



Position Announcement

**Western Connecticut State University
Kathwari Graduate Studies Fellowship Program
University Assistant
Part Time – 19 hours per week**

Western Connecticut State University's Office of Graduate, International and Career Studies is accepting applications for a part-time University Assistant to assist with the Kathwari Graduate Studies Fellowship Program. This is a part-time position – 19 hours per week. Additional information may be found at www.wcsu.edu/honors/ and www.wcsu.edu/graduate/

Western Connecticut State University (WCSU) is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WestConn is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

The University Assistant will play a pivotal role in administering the Kathwari Graduate Fellowship Program at WCSU. This newly established fund aims to support graduate students through fellowship opportunities, with a focus on Kathwari Honors graduates and other WCSU undergraduates pursuing graduate studies. This position is temporary, funded for a period of two (2) years through the Kathwari Graduate Fellowship Program.

Responsibilities:

- **Promotion:** Make undergraduate WCSU students and Kathwari Honors students aware of the opportunities offered by the Kathwari Graduate Fellowship Program and accelerated study opportunities such as 4+1 programs.
- **Recruiting:** Solicit and coordinate review of applications from undergraduate students at WCSU, orienting them to the Fellowship Program while they are still undergraduates.
- **Program Administration:** Manage day-to-day operations of the Kathwari Graduate Fellowship Program under the guidance of the Dean of Graduate Studies and in accordance with the Memorandum of Understanding (MOU).
- **Event Coordination:** Organize events, workshops, and seminars aimed at enhancing the academic and professional development of fellowship recipients.
- **Student Support:** Serve as the primary point of contact for fellowship recipients, providing guidance and support throughout their tenure in the program.
- **Coordination:** Coordinate with WCSU graduate programs and faculty to ensure smooth integration of fellowship recipients into their respective academic departments.
- **Communication:** Facilitate communication between fellowship recipients and relevant university stakeholders to promote the program and its impact.



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- Reporting: Prepare regular reports on the progress and impact of the fellowship program for internal and external stakeholders.

Qualifications: Undergraduate degree required; graduate degree preferred. Strong organizational skills and attention to detail.

Salary/Work Hours: \$24.00 per hour for up to 19 hours per week. This is an in-person assignment and will not work remotely. Exact work schedule to be determined at time of hire. Information on benefits may be found on the Human Resources website: wcsu.edu/hr/benefits/. Please note there are no paid benefits for a University Assistant position. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Application Process: Prospective candidates must apply to <https://westernconnecticutstateuniversity.applytojob.com/apply/awJl4WbMjg/Kathwari-Graduate-Studies-Fellowship-Program-University-Assistant>. Review of applications begins immediately and will continue until the position has been filled.

Western is an Affirmative Action Equal Opportunity Educator/Employer