

## **Assistant Director, External Fellowships – Stony Brook University**

### **Required Qualifications (as evidenced by an attached resume):**

Bachelor's Degree (foreign equivalent or higher). Three (3) years of full time experience in higher education working with research writing, student advising, or fellowship applications (Graduate student experience may be considered on a prorated basis). Familiarity with applying for and receiving nationally competitive awards. Experience coordinating small- and large-scale projects, programs, and/or events. Professional experience in word processing, spreadsheet management, electronic messaging and customer relationship management platforms (Microsoft Word, Excel, PowerPoint, Google Apps, etc.). Experience reviewing and giving feedback on written materials like applications or proposals. Experience communicating to diverse populations of faculty, staff, and students.

### **Preferred Qualifications:**

Master's Degree (foreign equivalent or higher). Research experience (e.g., PhD/EdD, independent research, industry research). Experience with international higher education. Experience with grant and proposal writing and development. Experience writing technical or education-related publications or documents. Experience advising and/or applying for national fellowships, seeking external research funding. Familiarity with major funding sources for undergraduate and graduate education and research. Experience using the Google suite.

### **Brief Description of Duties:**

The Assistant Director of External Fellowships will join the Graduate and Postdoctoral Professional Development team in the Graduate School at Stony Brook University. They will contribute to the unit's mission to ensure Stony Brook scholars at all stages of their education receive well-rounded and multidimensional support. This new position will be key in expanding the current portfolio of structured advising for undergraduate, graduate, and postdoctoral applicants.

The successful candidate will contribute to creating a fellowships culture across campus by conducting outreach to and advising for competitive national and international fellowships programs (e.g. Fulbright, Critical Language Scholarship, NSF Graduate Research Program Fellowship, Gilman, Truman) and providing important support and structures for the application process. The Assistant Director will create and deliver programming and application resources to support fellowship applications and related professional development for students and alumni. They will also assist with campus nomination committees and securing candidate endorsements. Working with the Director of External Fellowships, the Assistant Director will contribute to the assessment of operational outcomes of all programming, procedures, and policies and in furthering the goals of the unit.

This position will require: knowledge of the skills and competencies students need to be successful applicants for merit-based fellowships and scholarships; creativity and

adaptability in developing programs to support applicants from initial interest through application submission; awareness of the principles of diversity, equity, and inclusion in program development and participant engagement; a commitment to the process of professional development, accompanying external funding applications; and administrative and organizational skills in event coordination, proposal development, and stakeholder engagement. The ability to work independently as well as part of a small team with a collaborative approach to problem solving is essential for success in this role.

**Duties:**

- Provide external fellowship advising by engaging in thoughtful recruitment activities, mentoring current and prospective applicants, and supporting students who have received awards. Offer feedback about application materials to students, either directly or by organizing group or peer review opportunities. Promote awareness among students about external funding opportunities by developing materials to help students understand specific awards and programs (e.g., the Fulbright program, NSF Graduate Research Fellowships, the Goldwater Scholarship, UK-based awards) including general fellowship interest sessions, award-specific information sessions, website and social media content, internal process documents, and application strategy guides. Lead the internal review and nomination process for several awards. Support faculty who participate in selection and interview committees for awards and serve as a nomination committee chair. Communicate policy, procedure, curricular, and other relevant knowledge, such as preparing and drafting nomination materials, to prospective applicants. Provide advising, support, follow-up, and strategies for success to students either individually or in a group setting. Monitor national best practices in fellowships advising to implement at Stony Brook.
- Create, market, and implement activities to foster engagement in the past, current, and prospective fellowship applicant community. Contribute to an active online presence through the external fellowships website and social media. Track current and future fellowship applicants and engagement with unit activities to assist with annual assessment and reporting processes.
- Maintain good relationships with faculty, staff, and other campus stakeholders to build a diverse pool of prospective applicants, including students from underrepresented backgrounds. Serve on office committees and engage in University-wide programs and services. Liaise with SUNY counterparts at other campuses and the national fellowships advising community.
- Other duties or projects as assigned as appropriate to rank and departmental mission

**Special Notes:**

This is a full-time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption.

For this position, we are unable to sponsor candidates for work visas.

Resume/CV and cover letter should be included with the online application.

***Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.***

If you need a disability-related accommodation, please call the university Office of Equity and Access (OEA) at (631) 632-6280 or visit [OEA](#).

*In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed [here](#).*

Visit our [WHY WORK HERE](#) page to learn about the **total rewards** we offer.

Equal Opportunity/Affirmative Action Employer. Women, people of color, individuals with disabilities, and veterans are encouraged to apply.

Job Number: 2303346

**Official Job Title:** Senior Staff Assistant

**Job Field:** Administrative & Professional (non-Clinical)

**Primary Location:** US-NY-Stony Brook

**Department/Hiring Area:** Graduate School

**Schedule:** Full-time **Shift:** Day Shift **Shift Hours:** 37.5

**Posting Start Date:** Sep 14, 2023

**Posting End Date:** Oct 14, 2023, 10:59:00 PM

**Salary:** 58,000 - 65,000

**Appointment Type:** Term

**Salary Grade:** SL3

**SBU Area:** Stony Brook University