

Academic Programs Graduate Fellowship Available at MSU's WK Kellogg Biological Station (KBS)

Where: W.K. Kellogg Biological Station, Michigan State University
Hickory Corners, Michigan 49060

Dates of Fellowship: Summer term 2024 (16 May-15 August 2024)

Deadline for Application: Friday, February 2nd, 2024

Fellowship Description: The W.K. Kellogg Biological Station (KBS) has received funding from the MSU Graduate School to support **two graduate students** to work with the KBS Academic Programs Coordinator to support, enhance, and evaluate educational programs at KBS in summer 2024. This fellowship is designed to support the KBS Summer Academic Programs by assisting the Academic Programs Coordinator, Sarah Roy, KBS Director, Fred Janzen, and other Academic Programs staff in: 1) *Professional Development* of undergraduates to build science communication, career readiness, and training in ethical conduct of research 2) *Creating a Community* of scholars among these participants while at KBS for the summer programs. Key responsibilities will include:



W.K. Kellogg Biological Station

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Hickory Corners, MI 49060

269-671-5117
Fax: 269-671-2351
kbs.msu.edu

- 1) Function as the “co-lead instructor/supervisor” for the summer 2024 Professional Development (PD) program including preparing and disseminating materials, emailing reminders to students and guest speakers, leading 2-3 professional development workshop sessions, attending PD sessions to introduce speakers, and managing an attendance method (paper/digital sign-in)
- 2) Assist with the organization and execution of the KBS Summer 2024 BioBlitz (June 15th, 2025) in coordination with the KBS Science Education and Outreach team
- 3) Co-supervise a team of 2 summer undergraduate peer resident mentors and work closely with mentors to organize social and professional activities, as well as weekend field trips, for summer undergraduates
- 4) Assist in the organization of the KBS Summer Undergraduate Research Symposium. The fellows must be available to attend the Symposium on Thursday, July 25th from 4:00-5:30 pm

Compensation: Summer Academic Program Fellows receive \$9,500 paid at the beginning of the term to cover stipend, tuition, and health insurance. Summer fellows are required to be enrolled in at least 1 credit. The fellowship funding will be directly deposited in your student account. Please note that the IRS and the Michigan Treasury consider graduate fellowships as taxable income, and your fellowship award will be reported on a 1098-T form. Taxes will not be withheld from the fellowship. For more information, please see: <http://www.supportforstudents.msu.edu/articles/2015-important-tax-information-for-students>

Qualifications: Graduate students pursuing a Master's or Ph.D. who *have completed at least one year* of graduate work at MSU are eligible to apply. The Fellows will need to be detailed oriented, have strong interpersonal and communication skills, and demonstrated experience in working as part of a team.

Preference will be given to individuals with past experience as a mentor at KBS or as a TA in KBS summer courses; demonstrated training and/or experience in diversity, equity and inclusion is an important criterion for evaluation.

Time Commitment and Expectations: This fellowship will require approximately 20 hours/week on average over the summer semester and may include a small number of weekend hours. Actual work needs will differ depending on the activities. ****The Fellows must commit to be in residence at KBS from Wednesday, May 15-Saturday, July 27th, 2024.****

To Apply: Submit the following as a single pdf: 1) a cover letter describing why you are interested in the position and any skills or experiences that would be relevant; 2) a curriculum vitae. There are two summer fellowships available.

Application file should be, named "LastName_KBS_APGradFellowship.pdf", and emailed to KBSsummer@msu.edu.