

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 2025 (16 May-15 August 2025)

Deadline for Application: Apply by February 26, 2025: Applications are being accepted on a rolling basis, with the first review scheduled to start on February 26, 2025.

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 2025. These fellowships are designed to support the KBS Summer Academic Programs by assisting the Academic Programs Coordinator, Sarah Roy, 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 3) *Evaluation* of the KBS summer program, including student outcomes and student feedback. Key responsibilities will include:



W.K. Kellogg Biological Station

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Hickory Corners, MI 49060

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- 1) Function as the “co-lead instructor/supervisor” for the summer 2025 Professional Development (PD) program including preparing and disseminating materials, emailing reminders to students and guest speakers, leading at least two professional development workshop sessions, attending PD sessions to introduce speakers, and managing an attendance method (paper/digital sign-in)
- 2) 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
- 3) 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 3:30-5:15 pm
- 4) Assist in the development, execution, and review of the 2025 Student Evaluation forms, conduct one-on-one interviews with selected students to gather qualitative feedback on the KBS summer experience

Compensation: ½ time Summer Academic Program Fellows receive \$9,500 paid at the beginning of the summer term to cover stipend, tuition, and health insurance. ¼ time Summer Academic Programs Fellows receive \$4,250 paid at the beginning of the term to cover stipend, tuition, and health insurance. Students requiring additional funding to cover their expenses are encouraged to apply for additional funding [here](#). 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: <https://grad.msu.edu/fellowships>

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.

Time Commitment and Expectations: This fellowship will require approximately 20 hours/week (½ time fellowship) or 10 hours/week (¼ time fellowship) on average over the summer semester and may include a small number of weekend hours. Actual work needs will differ depending on the activities. While fellows are not required to be in residence at KBS during the entire summer, they should expect to attend weekly in-person meetings and spend at least two days per week on site.

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. Please indicate if you are applying for a ½ time or ¼ time fellowship.

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