

# MICHIGAN STATE UNIVERSITY

## Academic Programs Fellow – Spring 2026

### W.K. Kellogg Biological Station, Michigan State University

**Date Posted:** January 2026

**Site:** MSU's W.K. Kellogg Biological Station, Hickory Corners, MI 49060

**Positions:** One (10 hours/week)

**Fellowship Dates:** February 15, 2026 – May 1, 2026

**Application Deadline:** February 2, 2026

### Fellowship Overview

Join the Academic Programs Team as we prepare for undergraduate students to arrive! The spring is busy with organizing, coordinating, and planning field trips and trainings for summer students. You'll have an opportunity to help create and shape the summer experience!

### Responsibilities

- Assist in mentor and mentee meetings and trainings
- Assist in organizing student paperwork.
- Be available for weekly Academic Programs meetings (day and time to be determined that fits best with team members)
- Assist in coordinating and planning student field trips, tours, and trainings.



### W.K. Kellogg Biological Station

#### Community Relations

3700 E. Gull Lake Drive  
Hickory Corners, MI 49060

Carriage House Offices, 1<sup>st</sup>  
floor

Communications: 269-671-  
2015

Development: 269-671-2444

Outreach: 269-671-2360  
Volunteer: 269-671-2263

Fax: 269-671-2409  
kbs.msu.edu

### Minimum Required Qualifications

- Enrollment as an MSU graduate student pursuing a master's or Ph.D.
- Strong attention to detail and excellent interpersonal and communication skills and a proven ability to collaborate effectively as part of a team.
- Training or experience in diversity, equity, and inclusion and belonging is strongly preferred.

### Compensation

Fellow will receive a **\$4,500 payment** at the start of the term to cover tuition, stipend, and health insurance. The successful applicant must enroll in at least one credit hour. Fellowship funds will be deposited directly into the applicant's student account

For further details, visit <https://controller.msu.edu/student-accounts/1098-t>

The fellowship is considered taxable income and will be reported on **Form 1098-T**. No taxes will be withheld.

Additional tax information is available at:  
<http://www.supportforstudents.msu.edu/articles/2015-important-tax-information-for-students>

## **Time Commitment and Expectations**

This fellowship requires on-site work and availability for weekly meetings. The fellowship term runs from **February 15<sup>th</sup> – May 1<sup>st</sup> and requires 10 hours/week** on average.

## **How to Apply**

Please submit **one PDF file** that includes:

- 1. Cover letter**
  - Describe your interest in the fellowship
  - Highlight relevant skills or experience
- 2. Curriculum vitae (CV)**
- 3. List three references**

Name your file: **LastName \_ KBS \_ AP \_ SPRINGFellowship.pdf**

Email your application to the Academic Programs Team at [KBSsummer@msu.edu](mailto:KBSsummer@msu.edu).

## **About the W.K. Kellogg Biological Station**

As Michigan State University's largest off-campus educational complex, KBS has put its land-grant values into practice for nearly a century, providing the public with examples of science's crucial role in sustaining natural and managed communities. KBS students and faculty work to understand and solve real-world environmental challenges for a better tomorrow.

Learn more, visit [kbs.msu.edu](http://kbs.msu.edu).

## **For More Information Contact:**

Angelia Lane – Interim Academic Programs Coordinator [KBSsummer@msu.edu](mailto:KBSsummer@msu.edu).