



Notre Dame Institute *for*
ADVANCED STUDY

Application for 2017-2018 Coordinator for Undergraduate Research at the NDIAS - Frequently Asked Questions

What sort of applicant is the NDIAS looking for?

The Institute is looking for an energetic and advanced graduate student or post-doctoral scholar with an interdisciplinary background and the skills and experience to serve in the dynamic position as a coordinator of research assistants supporting the work of scholars in residence (Fellows) at the NDIAS. The Coordinator will play a vital role in the development and cultivation of a vibrant community of talented undergraduate researchers. Applications are open to all University of Notre Dame graduate students and post-doctoral scholars in all disciplines and fields.

What is the Undergraduate Research Assistantship (UGRA) Program at the NDIAS?

The Undergraduate Research Assistantship (UGRA) Program at the NDIAS provides talented undergraduates the opportunity to assist with the research projects of scholars in residence at the NDIAS during the 2017-2018 academic year. Student assistants work up to 10 hours per week for fifteen weeks per semester and typical research tasks include: identifying and retrieving research materials, conducting initial readings of primary and secondary sources, developing bibliographies and literature reviews, drafting notes and annotations, proofreading, copying, and editing. Research assistants meet on Friday afternoons with the Coordinator, as a group, for unique programming that includes small-group sessions with University researchers and research workshops. Students are aided during their assistantships by the Coordinator for Undergraduate Research and the NDIAS Associate Director.

What does the Coordinator for Undergraduate Research expected to do?

The Coordinator is expected to work up to 18 hours per week coordinating various programmatic and operational activities of undergraduates serving as research assistants. In this role, the Coordinator is expected to assist with the administration of the program, be available to the undergraduate assistants during office hours, and mentor undergraduates. Duties and responsibilities include:

- to serve as a liaison between scholars in residence and 8 to 16 undergraduate research assistants;
- to mentor undergraduate research assistants regarding the development and application of research skills;
- to foster communication between researchers and assistants regarding schedules, assigned tasks, methods, and overall goals;
- to facilitate engagement between undergraduate researchers and scholars in residence;
- to assist with the identification, development, and tracking of assistants' research skills, as they relate to the projects and the academic purposes of the respective Fellows;
- to encourage research assistants' contributions to the projects of Fellows whom they assist;
- to monitor the progress of undergraduate research assistants and to collect and compile information on their progress for reporting purposes;
- to facilitate meetings of the undergraduate research community on Friday afternoon (except for vacation and holiday periods), including, in collaboration with the Associate Director, a program of research presentations by University faculty to this group;

- to provide logistical and programmatic support for academic events (including colloquia and seminars) involving undergraduate research assistants;
- to meet with research assistants during regular weekly office hours; and
- to assist with other programmatic duties and responsibilities related to this program, as additional opportunities may present themselves.

When does the Coordinator position begin?

While the undergraduate researchers begin their work with their respective Fellows during the first week of instruction in August, 2017, the Coordinator will begin during the summer 2017.

What are the benefits of this position?

This is classified by the University as a teaching fellowship and the Coordinator will have the opportunity to gain experience teaching and mentoring undergraduates, working with an interdisciplinary community of scholars, and developing greater insight into higher education administration. The Coordinator will receive a stipend of \$22,500 (gross amount, for nine months and based on a typical schedule of 18 hours per week), a shared office at the NDIAS, which includes a standard PC computer and printer, and participate in the academic life of the Institute. In some cases, additional opportunities during the summer may be possible.

What are the requirements for the Coordinator application?

The Coordinator for Undergraduate Research application materials must be completed in full and submitted via the online application site (at <https://ndias.nd.edu/engagement/online-application-for-coordinator-of-undergraduate-research/>) in English using Times New Roman 12-point font (or its equivalent).

All applications must include the following: (a) a completed Coordinator for Undergraduate Research online application form; (b) a cover letter that addresses the reasons for the applicant’s interest in this position, and whether the applicant is scheduled to receive any University support during the 2017-2018 academic year; (c) a current curriculum vitae (including your full contact information with e-mail address, telephone number, and mailing address); (d) a chronological list of research and other assistantships, the faculty with whom you’ve worked, academic scholarships, awards, and prizes; (e) a statement of qualifications for this position that addresses the following questions, with each answer no more than 500-650 words per response:

1. What, in your opinion, are the most essential skills to be developed in undergraduate researchers, especially those aspiring to enter graduate school?
2. Explain your current research/dissertation and why it is significant.
3. Explain your experience working with undergraduates and what you have learned from these experiences.
4. Explain your most instructive experiences working as a research assistant (if not applicable, working as a researcher) and how these experiences have influenced your understanding of the academic life, your research, and how you teach.
5. Which books or articles have been the most influential on your own research and your understanding of the academic life?

and (f) contact information (full name, title, mailing address, e-mail address, and telephone number) for two faculty references who are familiar with your academic work, teaching (if applicable) and your skills

and capabilities for mentoring and instructing undergraduate students in an interdisciplinary environment and as part of a collaborative team (no letters of recommendation are required).

How do I apply for the Coordinator for Undergraduate Research position?

Complete an online application, including the submission of all materials and information listed above, via the NDIAS website (at <https://ndias.nd.edu/engagement/online-application-for-coordinator-of-undergraduate-research/>) **no later than 11:59 p.m. on Tuesday, May 30, 2017.**

To whom does this position report?

The person in this position will work closely with and report to the NDIAS Associate Director, Dr. Donald Stelluto.

How soon will I know the result of my application?

Applicants will be notified by email when their applications have been received. A small number of finalists may be asked to participate in an interview with members of the NDIAS Selection Committee. All applicants will be notified of decisions by Wednesday, June 14, 2017.

Whom do I contact if I have additional questions?

Questions about the 2017-2018 Coordinator for Undergraduate Research position may be directed to Dr. Donald Stelluto at dstellut@nd.edu.