Office of Undergraduate Research - Student Assistant Position

ABOUT THE OFFICE OF UNDERGRADUATE RESEARCH (OUR)
The Office of Undergraduate Research (OUR) seeks to enrich the academic experience of all UofSC undergraduates by providing research and scholarly experiences in their chosen fields. The office promotes inquiry, discovery, and creativity in all disciplines through faculty-student mentoring relationships and the integration of instruction with research, scholarship, and creative activities. Not only are we encouraging our students to explore research opportunities in the traditional areas of science, technology, and medicine but also music, theater, and art - any arena that will provide an environment for students to creatively explore their interests at a level more in-depth than can be attained in the classroom.

The OUR serves students in three ways:

1. connecting them with faculty through the OUR database,
2. providing funding opportunities for their project, and
3. helping them showcase their research.

JOB TASKS INCLUDE

- Serve as initial point of contact for students and guests by managing the OUR front desk (answering phone calls, directing students/staff/faculty, responding to emails)
- Assist in managing the student research consultation schedule through EAB Navigate (online scheduling software)
- Maintain the OUR faculty database to help facilitate student-faculty connections
- Support the creation and maintenance of the OUR Weekly Newsletter, using Mailchimp, that highlights OUR programming and events; research opportunities; local, national, and regional conference opportunities; and campus events
- Create content for Instagram, Twitter, and Facebook using Canva and a social media scheduling platform to cultivate a consistent social media presence through regular posting and engagement
- Assist with various aspects of the planning, preparation, and implementation of Discover UofSC (Friday, April 22, 2022)
- Conduct research to find articles, stories, resources, or other content that is relevant to our constituents
- Collaborate with staff on new ideas, directions, and venues for outreach and communications

QUALIFICATIONS

- Excellent organizational skills and attention to detail
- The ability to be flexible and prioritize in a changing environment
- Proficiency in Microsoft Office including Excel. Willingness to be trained in use of other software such as Mail Chimp, Canva, EAB Scheduling System, and social media scheduling tools.
- Familiarity with mainstream social media platforms, including but not limited to Facebook, Instagram, and Twitter.
- Excellent interpersonal and follow-up skills
- Strong written communication skills and proficiency in professional communication with various in-office staff members, campus, and community partners
- Ability to work independently and as part of a team

The position pays $9.00 per hour for 10-15 hours per week with a start date occurring during the first week of fall 2021 classes. The OUR is open Monday – Friday from 8:30 am-5:00 pm. Hours are negotiable based on student class schedule.

Complete applications include a cover letter and resume. Please apply via Handshake.