

Grant Assistant - Open Grants Project funded by IMLS

George A Smathers Libraries

Term(s): Summer/Fall 2022; potentially extended through Spring 2023

Salary: \$20 per hour

Total Hours: Up to 240 hours per term, 40 weeks total at 15-18 hours/week

Position overview: The George A. Smathers Libraries at the University of Florida seek a Student Research Fellow to play a meaningful role in developing the grant-funded initiative “Planning for Open Grants: Fostering a Transparent and Accessible National Research Proposal Infrastructure.” This project will undertake a series of stakeholder conversations and technical planning as steps toward promoting free, open access to grant and fellowship proposals. As valuable documentation of research and project planning, grant applications offer insight into a crucial part of the scholarly endeavor, but lack of access remains a barrier for those seeking to understand the complexities of grant writing or the goals of funded research. Based on interest and experience, the student fellow will collaborate with team members in the UF Libraries, as well as an expert advisory committee, to coordinate and conduct discussions with participants and to co-develop project deliverables. The project team is committed to supporting the fellow's professional goals and to acknowledging all contributions.

All work for this project may be carried out remotely. Office space is available at the Health Science Center Libraries if desired.

Responsibilities:

- Coordinates and participates in virtual discussions and interviews with stakeholders. Duties will include communicating and scheduling conversations, assisting with recording and captioning technology, and outreach via email and social media.
- Contributes to report summarizing discussions and interviews. As interests and expertise allow, co-authors and/or provides feedback on other reports and implementation plans generated by the grant.
- Prepares data relevant to the project, including preliminary collections of proposals and associated metadata.
- Maintains regular communications on project website and social media.
- Develop and participate in community outreach plans, including travel to and presentation at conference(s).

Required Qualifications:

- Interest in one or more relevant issues, such as open access to scholarship, data curation, or the digital humanities and a willingness to experiment with new technologies.
- Experience facilitating events or teaching in an online setting.
- Strong written communication skills and experience writing for public audiences.
- Enthusiasm for collaborating with partners from many different fields.
- Experience editing basic websites and familiarity with Microsoft Excel or other spreadsheet applications.

Preferred Qualifications

- Graduate students preferred
- Enrollment in a relevant advanced degree program at the University of Florida. Many fields may be considered relevant; candidates should describe how their academic background supports the position duties in the cover letter.

Note: Research indicates that applicants from underrepresented groups are hesitant to apply for positions if they are not officially credentialed in all required qualifications. We want to emphasize we are committed to helping our future colleague develop these and related skills. Additionally, applicants are encouraged to communicate the ways in which their past experience fulfills the qualifications in ways that may not be obvious.

Affirmative Action/EEO

The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans.

To Apply

Upload a cover letter and CV to Careers at UF.

The position will be closed on May 30, applications will be reviewed as they come in.

In your cover letter, please include:

- How the candidate's academic background supports the position duties
- Ways your past experience might fulfill qualifications in ways that might not be obvious
- Any specific reasons for your interest in this work

Apply online at: <https://explore.jobs.ufl.edu/en-us/job/521858/grant-assistant-open-grants-project-funded-by-impls>