

Office of Undergraduate Research and Graduate
Opportunities Coordinator
University of Detroit Mercy

Direct Link: <https://www.AcademicKeys.com/r?job=249207>

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Posted Nov. 19, 2024, set to expire Mar. 15, 2025

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| Job Title | Office of Undergraduate Research and Graduate Opportunities Coordinator |
| Department | Office of Undergraduate Research and Graduate Opportunities |
| Institution | University of Detroit Mercy Detroit, Michigan |
| Date Posted | Nov. 19, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Other Administrative Categories |
| Academic Field(s) | Student Affairs Research Public Relations/Marketing Graduate Education |
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Office of Undergraduate Research and Graduate Opportunities Coordinator

Job Type Full-time Description

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Job ID

AF9599 -0301-1744

Position Classification

FT Administrator

Position Summary

The Office of Undergraduate Research and Graduate Opportunities (OURS+GO) Coordinator serves a pivotal role in the coordination and communication of activities that enhance undergraduate students opportunities for undergraduate research and promote the professional growth of students pursuing research &/or pre-health careers. This position will work in collaboration with the Pre-Health Programs Team and the Director(s) of Undergraduate Research and Graduate Opportunities, ensuring effective communication with students, faculty, and stakeholders and providing organizational support.

Essential Duties and Responsibilities

Collaboration with Pre-Health Program Team.

- Assist with coordinating communications with students, Admissions, Pre-Health Director/Advisor.
- Assisting with the coordination of the Pre-Health Committee letter writing.
- Assist with gathering/updating/reporting information for Pre-Health online resources (Blackboard site, blog, etc.).
- Coordinate Pre-Health program events.
- Engage with Pre-Health student organizations.
- Engage with prospective pre-health students.

Collaboration with Director(s) of Undergraduate Research and Graduate Opportunities.

- Assist with coordination of communications with students, faculty, Director(s).
- Assist with gathering/updating/reporting information for UG Research online resources (website, etc.).
- Assist with coordination of research and graduate school program events.
- Assist students with preparation and application for graduate program.
- Provide Administrative Support for the College of Engineering & Science OURS+GO and Co-op

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Office.

- Receive students/visitors to the Pre-Health/Graduate Opportunities/OURS/Co-op Office.
- Manage and communicate list of activities and events offered through this office.
- Collaborate with other offices, faculty, and staff. Provide project management support.

Minimum Qualifications

- Education - A bachelor's degree is required.
- Experience - Up to six months in a role with project management and/or student support activities.

Preferred Qualifications

- Experience with graduate science programs and/or professional health programs.
- Experience with undergraduate scientific research.
- Experience mentoring and advising college students.
- Experience in effectively communicating with college students in a variety of mediums.
- Demonstrated commitment to diversity, equity and inclusion in a college or work setting.

Knowledge, Skills, and Abilities

- Attention to detail in providing supportive feedback to students
- Empathy and culturally sensitive mentoring and advising
- Strong communication skills in multiple modalities
- Growth mindset
- Project management skills; ability to initiate and follow through on project
- Technical and reporting skills, including updating and maintaining online information
- Ability to offer insight for improving operational efficiency and strategic priorities.

Physical Requirements

Job may require lifting light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (1 to 10 pounds).

Work Environment

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Regular exposure to favorable conditions such as those found in a normal office.

Salary/Pay Information

Commensurate with experience

Anticipated Schedule

Monday - Friday 8:30 am - 5:00 pm, on-campus

Employee Benefits

At the University of Detroit Mercy, we continually strive to provide a high-quality, comprehensive benefits package to our valued employees. We offer our employees the following benefits:

- Medical -
 - o Three health plans to choose from with a large national provider network
- Dental -
 - o UDM's School of Dentistry FREE to you and your dependents
 - o Option to purchase additional dental plan through UNUM
- Vision -
 - o Exams and lenses every 12 months
- Health Savings Account and Flexible Spending Accounts offered.
- Employee Assistance Program -
 - o Provided to everyone in your household.
- Short-Term and Long-Term Disability.

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- Life and AD&D -
 - o One times base salary up to a hundred thousand dollars.
- Option to purchase additional life insurance, accident insurance, and/or critical illness insurance
- Tuition Remission Benefit for you, your spouse, and children.

Retirement Plan -

- o UDM provides matches up to 8%

Michigan's largest, most comprehensive private University, University of Detroit Mercy is an independent Catholic institution of higher education sponsored by the Sisters of Mercy and Society of Jesus. Detroit Mercy seeks qualified candidates who will contribute to the University's mission, diversity, and excellence of its academic community. University of Detroit Mercy is an Equal Opportunity Affirmative Action Employer with a diverse student body and welcomes persons of all backgrounds.

To apply, visit <https://recruiting.paylocity.com/Recruiting/Jobs/Details/2517465>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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