<table>
<thead>
<tr>
<th>Department:</th>
<th>Office of Grants, Research and Sponsored Programs</th>
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<tbody>
<tr>
<td>G.A. Position:</td>
<td>Graduate Assistant</td>
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<tr>
<td>Supervisor:</td>
<td>Nancy Cruikshank</td>
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**Job Description**
The Grants & Sponsored Research Graduate Assistant is a vital team member supporting operational needs and professional staff. This position will provide faculty and staff with information on funding sources in a timely manner and assists with workshops and events coordinated by the Grants Office.

**Job Functions/Responsibilities**
- Identify funding opportunities from Federal, state, local and other external sources and effectively disseminate the information to appropriate faculty/staff by maintaining a database of grant seeker profiles.
- Perform individualized searches for funding sources as requested by faculty/staff.
- Assist with the development and distribution of the Grants Office’s various publications.
- Assist with the coordination of workshops and events sponsored by the Grants Office.
- Perform general office duties, as needed.

**Desired Qualifications**
- Ability to perform extensive Internet searches
- Acquire or perfect skills in the layout and design of publications
- Friendly, outgoing personality
- Responsible, flexible and dependable work ethic
- Ability to work with independently
- Proficiency with Microsoft Office Suite

**Graduate Student Outcomes**
- Scope of functions for grants, research, and sponsored programs.
- Competent in developing programming skills and acquire a basic understanding of the structure and function of SRU.
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<th><strong>Appropriate SRU Graduate Majors</strong></th>
<th>• All</th>
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| **Supervisor's Expectations**      | • 8.75 hours per week average.  
|                                    | • Professional behavior |
| **Supervisor's address:**           | ![slippery_rock](image)  
|                                    | Grants and Sponsored Research  
|                                    | Slippery Rock, PA 16057  
|                                    | United States |
| **Email:**                          | nancy.cruikshank@sru.edu |