**Northern Michigan University Center for Rural Health (NMUCRH)**

**GRADUATE ASSISTANT (GA)**

BASIC FUNCTION AND RESPONSIBILITY:

The role of the NMUCRH GA will work under the supervision of NMUCRH Director. NMUCRH GA will serve as project assistant including, but not limited to, the recently awarded Michigan Health Endowment Fund - Healthy Nutrition and Lifestyles Grant “Exploring a Healthy and Sustainable Food Network in Michigan’s Upper Peninsula''.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

* Maintain twenty (20) office hours per week as project assistant
* Communicate regularly with the NMUCRH Director, staff and project partners
* Contribute to the timely completion of project activities
* Assist with planning, implementing, and evaluating grant specific activities such as:
  + Research similar, sustainable food distribution models throughout the nation
  + Feasibility Study Development
  + Business Plan Development
  + Capital Campaign Plan Development
  + Assist with contract development for feasibility study, business plan and capital campaign plan
* Compile data and prepare project reports
* Represent the NMUCRH in a professional manner and give presentations as needed
* Coordinate and participate in meetings
* Record and maintain meeting minutes and document project progress
* Answer emails and calls in relation to project assignments in a timely manner
* Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

* Be enrolled in a graduate program with regular status
* Be enrolled in a minimum of six (6) credits
* Free from any type of social probation
* Maintain satisfactory academic progress with at least a 3.0 GPA in your classes.
* Meet any and all other qualifications as stated in the Graduate Assistant Handbook through the Graduate Education and Research Office

DESIRED QUALIFICATIONS:

* Excellent communication skills
* Customer service experience
* Experience organizing major projects and events
* Strong organizational and time management skills
* Personally Motivated
* Knowledge of and experience with Zoom or other methods of virtual or distance communication
* Collaborative work ethic
* Preference with study in College of Business
* Local food system knowledge

Salary: Stipend and tuition scholarship will be in accordance with Graduate Assistant stipend and tuition program outlined in the Graduate Assistant Handbook

How to Apply: Return completed application, resume and cover letter to: Carolyn Robertson, Senior Secretary, NMU Center for Rural Health

Contact

Carolyn Robertson, Senior Secretary, NMU Center for Rural Health, [carobert@nmu.edu](mailto:ebur@nmu.edu); 906-227-6355

For general questions about Graduate Assistantships and Admission contact:

Janelle Taylor, Coordinator of Graduate Student and Research Affairs, 906-227-1407, jantaylo@nmu.edu

Equal Employment Opportunity

NMU is an equal opportunity, affirmative action employer of protected veterans and individuals

with disabilities, and is strongly committed to increasing the diversity of its employees.