

## POSITION SUMMARY

The newly-launched Center for Innovation & Entrepreneurship (CI&E) seeks a 20 hour per week, full academic year Graduate Assistant to support program administration for the CI&E, boundaryless@NAU Commons, and Undergraduate Research and Creative Activity. The GA will facilitate the integration of students into the research and innovation community by promoting engagement in experiential learning experiences, including but not limited to the Certificate in Innovation and Design Thinking and solutions-based projects.

## ABOUT THE CI&E and BOUNDARYLESS@NAU COMMONS

Launched this fall, 2019, the CI&E's mission is to catalyze and enhance innovative and entrepreneurial activity across the NAU community. We want all to gain the skills and mindset to convert their talents and passions into value as they build a life and career. The boundaryless@NAU commons is a dynamic, high-traffic idea incubator space, located in the Union, where students, faculty, and community members gather to discover, question, and resolve local and global issues. Boundaryless@nau's goal is the development of "critical thinking and problem solving skills through doing."

## UNDERGRADUATE RESEARCH

The Office of Undergraduate Research empowers students to "what's next?" Through a variety of activities, the office helps students explore how they can get involved in research that will make an impressive addition to a resume or portfolio and make a difference in the world.

### **Responsibilities:**

- Organize, coordinate, and promote boundaryless@NAU Commons events
- Supervise boundaryless@NAU student workers, including managing work schedules
- Develop and implement promotional strategy for the Certificate in Innovation and Design Thinking and other boundaryless@NAU initiatives
- Connect students to resources, ideas, teams and opportunities
- Assist with the planning of the annual Undergraduate Symposium
- Assist in enhancing campus collaborations through presentations and dissemination of information
- Maintain the boundaryless@NAU and UGR website
- Maintain assigned listservs
- Prepare monthly newsletter
- Perform other duties as assigned

### **Knowledge, skills, and abilities:**

- Demonstrated experience or well-articulated interest in innovation, interdisciplinary work, research, student success, and helping student teams in project management and implementation
- Excellent communication and organizational skills
- Experience in producing social media content
- Ability to communicate diplomatically with diverse groups, including students, faculty, staff, and community partners
- Ability to work with confidential information in a professional manner
- Knowledge of Microsoft Office Suite
- Commitment to the mission of boundaryless@NAU

### **Preferred qualifications:**

- Graduate student with at least two semesters remaining before completing degree
- Some knowledge of Adobe Creative Suite, or the ability and willingness to learn
- Experience working with and/or overseeing undergraduate student workers
- Experience organizing small and large events

**Compensation:**

- 100% tuition remission
- Stipend of \$12,000 for the 2019-2020 academic year
- Optional graduate student health insurance coverage

**Application Information:**

Interested students should submit a cover letter addressing your interest in the position and ability to perform the outlined functions, Curriculum Vitae/resume, and a list of three references to [ug-research@nau.edu](mailto:ug-research@nau.edu).