

Call for Applications:
Spring 2022 Graduate Service Assistantship (GSA)
Apply by January 14, 2022



Come join the NDSGC team as a student assistant!

NDSGC Overview:

The [North Dakota Space Grant Consortium \(NDSGC\)](#) is a statewide NASA workforce development program designed to promote and support STEM (science, technology, engineering, and mathematics) research and education across ND. Headquartered at UND, the NDSGC supports ND college students with NASA internships, research fellowships, scholarships, research travel, STEM engagement initiatives, and other NASA/STEM efforts. The NDSGC is seeking a UND-based GSA to assist with the office duties and other clerical tasks associated with managing its awards and programs. Both distance and on-campus students are encouraged to apply.

Eligibility:

- U.S. Citizen
- Graduate student enrolled at University of North Dakota (both distance and on-campus students are encouraged to apply)
- 3.0 Minimum GPA

Position Details:

- February 1, 2022 to May 15, 2022
- Half-time appointment (20 hours/week)
- Students can propose their own work schedule (it must be approved by the NDSGC team)

Position Expectations:

- Assist the NDSGC team with office tasks and clerical duties, such as:
 - Monitor mailboxes and distribute incoming mail
 - Complete travel forms for NDSGC awardees
 - Maintain award records for NASA reporting systems
- Uphold diversity, equity, inclusion, and accessibility (DEIA) in NDSGC programs
- Conduct other duties as assigned

Desired skills:

- Ability to work as part of a team
- Excellent in Microsoft Office Programs and Zoom web-conferencing system

- Excellent communication, organizational, and typing skills
- Highly motivated and the ability to prioritize tasks

Application Details:

- Letter of Recommendation
- Resume
- Unofficial Transcript
- Four short essay responses

Essay Questions:

1. What makes you a good candidate for this GSA position? (200-300 words)
2. Describe a time when you had to multitask (200-300 words)
3. Describe a time when your organizational skills helped you succeed (200-300 words)
4. Describe your academic and career goals (200-300 words)

Apply now!

Apply on the Submittable portal: <https://tinyurl.com/GSA-2022> by **Friday, January 14, 2022.**

Contact us:

All questions can be directed to the NDSGC Deputy Director, Marissa Saad, msaad@space.edu.