



Office of Undergraduate Research



Part-Time Graduate Hourly
Office of Undergraduate Research
University of Illinois at Urbana-Champaign

Job Title: Graduate Hourly

Hours: Approximately ten (10) hours per week

Compensation: \$22/hour. **No Benefits.**

The Office of Undergraduate Research (OUR) at the University of Illinois at Urbana-Champaign is hiring a part-time Graduate Hourly for the 2024/2025 academic year. Candidate will start immediately. The primary responsibilities of this position are to lead outreach events that help students understand the value of undergraduate research and help coordinate the 2025 Undergraduate Research Symposium. OUR will train and support candidate to be successful in this position. The ideal candidate will have strong organizational and communication skills, a passion for undergraduate research, and a collaborative attitude. The ability to engage diverse audiences effectively is essential.

Major Duties and Responsibilities:

- Assist OUR with the organization and running of the 2025 Undergraduate Research Symposium. (40%)
- Provide customized outreach events to classes, student organizations, and other campus units. (40%)
- Other duties as assigned. (20%)

Requirements:

Applicant must hold a bachelor's degree from an accredited institution. Candidate should possess excellent organizational and communication skills, be comfortable with public speaking, and have no issues working independently. Access to reliable internet is required.

Preferred Experience:

Previous experience administering workshops is preferred, but not required.

The position is open until filled, please apply as soon as possible.

Apply by sending your CV and cover letter to ugresearch@illinois.edu