Graduate Student Internship: Copyeditor

Overview

The UNO Office of Research is seeking a motivated graduate student intern to assist with basic copyediting and related technical writing tasks for grant proposal narratives and related documents. The ideal candidate is a senior undergraduate or graduate level English major with technical writing experience. The position offers approximately 15 hours a week at $15 an hour.

Responsibilities

- Edits grant proposal narratives and related documents
- Reviews proposal guidelines and reads narratives for compliance
- Communicates with faculty regarding tasks related to grant proposal development
- Provides overall administrative support to the staff of the Office of Research
- Uses Workday and SharePoint systems to record and look up information
- Assists grant writers in identifying and distributing funding opportunities to research faculty
- Records funding opportunity notifications
- Coordinates with grant writers' major application initiatives
- Assists with grant writing workshops and events for faculty, staff, and students
- Other duties as assigned

Requirements

- A senior undergraduate or graduate student in English at the University of New Orleans
- Available to work at least 15 hours a week
- Detail-oriented and organized
- Proficient in Microsoft Word
- Excellent writing skills
- Ability to handle confidential matters
- Must be permanently eligible to work in the United States
- Enrollment Status of Students Eligible for Employment - Undergraduate students must be enrolled at least half-time (six hours) during fall and spring semester. Graduate students must be enrolled at least half-time (five hours) during each fall and spring semester to be eligible for employment.
- Student must be enrolled in a degree seeking program and meeting Satisfactory Academic Progress
- Student must have a current, completed FAFSA form on file with the University
- Student must be able to work in-person on UNO's campus. Remote work is not permitted.

Preferred:

- Graduate student in English with technical writing and copyediting experience
- Interested in a position spanning several semesters

Apply

To apply, submit your resume and a cover letter to the UNO Office of Research's online application.