UNDERGRADUATE RESEARCH SCHOLARS PROGRAM
OPEN UNDERGRADUATE RESEARCH FELLOW POSITIONS
2019/2020 ACADEMIC YEAR

The Undergraduate Research Scholars Program (URS) is dedicated to helping first- and second-year undergraduates get hands-on experience in research or other creative endeavors by working with UW faculty and research staff. Discovery—whether in the sciences, engineering, the arts, or the social sciences—is the cornerstone of our greatness as a university. The experience of working with a faculty or staff member who is pushing back the frontiers of knowledge will transform what students learn in the classroom into reality and relevance. The URS Program is open to all first- and second-year undergraduates and is committed to creating a diverse and inclusive scholarly community that includes students from historically under-represented groups.

The Program also provides an opportunity for upper-class undergraduates to develop strong leadership skills by serving as Research Fellows. Currently, we are seeking students interested in being appointed as Undergraduate Research Fellows for the 2019-2020 academic year. This is a paid position for the academic year that currently pays $9.75 per hour of work, with an average of 10 hours of anticipated work per week. The URS program will provide substantial training and support for the Research Fellows who will participate in a training module beginning 26th August 2019. Each Research Fellow will be assigned fifteen to eighteen URS Scholars with whom they will meet regularly in small groups. In addition to small group sessions, Research Fellows attend a weekly seminar facilitated by the URS Director during the fall semester on Mondays from 4:30 to 6:30 p.m.

PLEASE NOTE: We expect to appoint ten to twelve Research Fellows for the 2019/2020 academic year. These positions should be filled by mid-April 2019.

Research Fellow Responsibilities

1. Participate in URS class, Inter-LS 315: Paradigms and Process in Academic Inquiry, on Mondays from 4:30 to 6:30 PM during fall semester.

2. Participate in URS seminars on Wednesdays from 5:00 to 6:00 PM.

3. Partner with another Research Fellow to lead a small group of fifteen to eighteen URS Scholars who will gather from 5:00 to 6:00 p.m. to discuss the research experience and share strategies on successfully managing early college years. Partner Research Fellows will plan small group meeting objectives and develop a syllabus for these activities during the August 2018 training module.

4. Participate in regular Research Fellow meetings with the URS administrative staff. The meetings will be held from 4-4:45 PM on Wednesday evenings, before small group seminars. Research Fellows must be available Wednesdays from 4:00 to 6:00 p.m. in the fall and spring semesters.

5. Provide guidance to URS Scholars.

6. Keep regular contact with URS Scholars and monitor their research experience.

7. Assist the URS administrative staff in evaluating the students in the program.

8. Serve as the link between the URS staff, the URS students, and their URS Research Mentors.

9. Student must be willing to represent URS at various campus functions.

10. Participate as needed in the general operation of the URS Program.

Eligibility Requirements

1. Upper-class (four or more semesters of college) student in the 2019/2020 academic year.

2. Must be able to meet in URS seminars on Wednesdays from 4:00 to 6:00 PM in the 2019/2020 academic year.

3. Must participate in the Research Fellow Training Module on campus, beginning on Monday, August 26th and ending on Thursday, August 29th, 2019.
**Preferred Experience/Skills**

1. Must be able to work in a flexible environment.
2. Should have experience in research or an independent creative endeavor and/or have experience in leadership roles.
3. Should be resourceful and able to take initiative.
4. Should have a good sense of the enrichment opportunities available on the UW campus or know how to find such information.
5. Should have strong skills in interpersonal communication, including effective use of email.
6. Some preference will be given to applicants with an interest in attending Graduate School (including Business, Law, and/or Medical School).
7. Must have personal and professional integrity.
8. Should be comfortable leading small groups of students.
9. Must be able to meet deadlines associated with URS administration and seminars.

**Interview**

Selected candidates for the Research Fellow positions will have an interview in late February and early March 2019.

**Training Module**

The Research Fellow training module is expected to run from Monday, August 26th through Thursday, August 29th, 2019. We will assist students who are planning on living in the residence halls and who will need an early move in date. The training module will include sessions on leadership skills, racial and ethnic awareness, community building, how to organize small group discussions, research ethics and responsibilities, professional conduct, and program administration. There will also be considerable time set aside for getting to know one another as friends and colleagues.

**How to Apply**

1. Complete the application form. Applications are available on our web site: [http://urs.ls.wisc.edu](http://urs.ls.wisc.edu), in the URS office on the 3rd floor of the Red Gym, or by email request. You can submit a completed application by e-mail or turn in a hard copy to the URS office.

2. Attach a copy of your application to your résumé and a cover letter. **The application deadline is February 15th, 2019 at 4:00 PM.**

If you have specific questions or concerns pertaining to the URS-Fellowing process and/or Fellows program, you may contact the program office at [urs@saa.ls.wisc.edu](mailto:urs@saa.ls.wisc.edu), or M. Carina Carreno at [mcarreno@wisc.edu](mailto:mcarreno@wisc.edu), and/or stop by the office on the third floor of the Red Gym at 716 Langdon St., Madison, WI, 53706.