

# FORWARD program looking for graduate assistant

The NDSU Advance FORWARD program is seeking applications from graduate students for a 20-hour-per-week graduate assistant position for the 2012-13 academic year. Current and prospective graduate students are encouraged to apply.

The FORWARD graduate assistant will assist in the work of the Advance FORWARD project while gaining administrative skills. The individual will work closely with the FORWARD director and is responsible for scheduling and coordinating project events including committee meetings, conferences and various training programs, assisting with promotion of FORWARD activities, writing reports and publications, arranging for speakers, attending required meetings, communicating with collaborating faculty, staff and administrators, and assisting with data collection and analysis.

Detailed information about necessary qualifications and the application process is available in the People section of the FORWARD website, [www.ndsu.edu/forward](http://www.ndsu.edu/forward). The application deadline is June 15. Individuals who are selected will receive a nine- to 12-month contract that includes full tuition waiver and a stipend. Direct specific questions about the application process to Becca Hayes at [ndsu.forward@ndsu.edu](mailto:ndsu.forward@ndsu.edu) or 1-7337.