

The Center for Relationship Enrichment

GRADUATE FELLOW-I JOB DESCRIPTION ACKNOWLEDGEMENT

SUMMARY

Graduate Fellow-I in The Center for Relationship Enrichment works under the direct supervision of a CRE staff member as assigned. He/She is responsible for specified duties, as determined by the supervisor, which enable CRE to operate smoothly. Graduate Fellow-I is an entry-level position for John Brown University graduate students.

DUTIES may include, but are not limited to the following:

- Performs office tasks as requested by CRE staff.
- Performs research on specified topics as assigned.
- Performs reviews of library literature on specified topics as assigned.
- Assists in the promotion and facilitation of seminars, workshops, and other CRE activities and projects as assigned.
- Assists in maintaining databases and making calls related to CRE projects as assigned.
- Assists CRE professors with classroom activities as needed.
- Performs other duties as assigned.

By my signature below, I acknowledge the following: 1) I have read the above job description and understand my responsibilities as a Graduate Fellow-I and I agree to perform these duties to the best of my ability; 2) I have also read the Standard Operating Procedures of the Center and I agree to adhere to the policies and procedures stated therein; 3) I understand that I am contracted to work a total of 600 hours over the three semesters of this academic year for which I will be compensated at an hourly rate of \$8.50; and 4) I will keep a record of my contracted hours, including the number of hours remaining, and provide a copy of my record of hours to my supervisor in regularly scheduled meetings.

Signature

Date

Printed Name