SNRE

GSI Application Process Information Session

Fall Term 2017 Process
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Agenda

- Fall 2017 Timeline
- GSI Positions – Fall 2017
- Application Process
- Background Check Requirement
- Making a Good 1st Impression
- GSI Requirements
- Compensation and Benefits
- GEO Agreement
- Teacher Certificate
- Other Student Employment Opportunities
Fall 2017 SNRE Timeline

- Feb 3: Info Session & positions posted
- **Feb 27-9:00 AM**: SNRE application materials due
- Mar 22: 1st round offer letters issued
- Mar 31: Offer acceptances due
- Apr 3: 2nd round offer letters issued, if necessary
- Aug 28-29: CRLT Orientation Session (tentative)
- Sep 5: SNRE Orientation/start of classes
SNRE GSI Positions – Fall 2017

- NRE 436  Woody Plants: Biology and Identification
- NRE 509  [GSI & Lab Coord]  Ecology: Concepts and Applications
- NRE 510  Environmental Decision-Making and Governance
- NRE 521  Field Methods in Fluvial Ecosystems
- NRE 527  Energy Markets and Energy Politics
- NRE 531  Principles of GIS
- NRE 533/536  Negotiating Skills in Environmental Dispute Resolution/Environmental Mediation
- NRE 547  Forest Ecology in a Changing World
- NRE 560  Behavior & Environment: The Psychology of Human-Environment Interaction
- NRE 562  Environmental Policy, Politics and Organizations
- NRE 570  Environmental Economics: Quantitative Methods & Tools
- NRE 574  Sustainable Energy Systems
- NRE 578  Urban Stormwater: Science, Design, and Management
- NRE 587  Place and Environment / Making Place Design Studio
- NRE 591  Materials and Methods
- NRE 597  Environmental Systems Analysis
- NRE 688  Site Planning and Design
- NRE 691  Ecological Planting Design Studio
SNRE Application Process

- SNRE Website: Academic Programs ➔ Student Resources ➔ Financial Aid ➔ Primary Types of Aid section ➔ GSA Student Employment ➔ Graduate Student Assistant Positions ➔ APPLY ONLINE for SNRE GSI Positions

- Log in with your uniqname and password

- **STEP 1**: To view list of eligible positions, click on “Position Descriptions” in left column.
SNRE Process-cont’d

- If you are interested in applying, proceed:
- **STEP 2:** Request your UM transcript from snre.financialaid@umich.edu. You will receive a PDF document.
- **STEP 3:** Combine personal info into single PDF [résumé, course evals, rec letters, UM transcript; non-UM transcripts]
- **STEP 4:** Complete the “Personal Info” section and upload personal info PDF document; SAVE
SNRE Process-cont’d

• **STEP 5**: “Select Positions”; 1) select your uniqname from dropdown; 2) select course you are applying to; 3) rank your preference; 4) attach cover letter; 4) SAVE
• **REPEAT STEP 5 for each course**
• **NOTE**: You may enter and/or update materials as many times as you need to
• **NOTE**: You will have access to the system until 9:00 AM on Monday, 27 Feb.
• **NOTE**: There is no FINAL SUBMISSION/SAVE action to take
PitE Application Process

- PitE positions are listed on: http://careers.umich.edu/
- Combine all application materials into a single pdf.
- Name file as follows: Lastname.firstname.course#
  Example:  Campbell.Kelly.Env111
- Click M-Box link in job posting (example: http://ggg.gl/FDUXEd) or copy and paste link into browser.
- Upload .PDF application package for position to M-Box folder.
PitE Application Process—additional info

- Once a file is uploaded, it cannot be modified or replaced.
- NOTE: M-Box links are unique to each posting. To apply for more than one position, click link in each posting and upload materials.
- Letters of recommendation can also be e-mailed to environ.adminstaff@umich.edu.
Biology GSI Positions – Sp, Su & Fall 2017

- Process opens approx. 15 Feb.
- The application allows graduate students to apply for teaching positions in BIOLOGY, MCDB, and EEB.
- Application deadline is approx. 15 Mar.
- Information and link to the application can be found on the Program in Biology website: http://lsa.umich.edu/biology/undergraduates/careers/graduate-student-instructor-position-information.html
Background Check Requirement

- A background check (BGC) is required for all GSAs. Being hired is contingent upon the results of this process.
- Student will be asked for consent by verification vendor as first step in the hiring process.
- Student may not work until BGC is complete
- Must be completed prior to start of term.
Making a Good 1st Impression

- Read the position description(s) carefully
- Describe how you are the best candidate for the job—use the same language as the posting
- Address how you are uniquely qualified—based on the qualifications listed in the posting
- Tailor your cover letter to each position
- Proofread! Simple mistakes can be costly
- If a first time applicant, consider using Career Center Resources
GSI Training Requirements

- CRLT Orientation—Aug 28-29 tentatively—plan to return to A2 early
- SNRE Orientation—5 Sep
- CPR/AED/First Aid Certification required for select courses (department pays for the training)
- Register for at least 6 credits
- Register for NRE 600-063 (1 credit course)
- Attend a minimum of two CRLT seminars
- Complete a CRLT Mid-term Evaluation/Consultation Activity
- Encourage students to complete the Final Evaluation
GSI Compensation & Benefits

- 2016-2017 salary rate (new rates will be announced in July)
  - $19,737 FTR
  - 50% GSI = $2,467.13/month (16.5-20 work hrs/wk)

- Tuition Waiver
  - 23.7% appt or greater = 100% (7.5-9.49 work hrs/wk)
  - Less than 23.7% = pro rated waiver

- Benefits
  - 25% appt or greater – full medical and dental option 1
  - less than 25% – full medical, 50% of dental option 1
  - Dependent coverage available

More info, visit UM HR benefits page:
http://www.benefits.umich.edu/benefitgroups/grads.html
Graduate Employees Organization (GEO)

- Terms and conditions of GSI employment are governed by agreement between UM and GEO
- Current agreement runs through 5/1/2017
- Copy of the agreement can be accessed here:
  - [http://www.geo3550.org/member-resources/our-contract/](http://www.geo3550.org/member-resources/our-contract/)
- GEO reps will be on hand during the CRLT and SNRE orientation sessions
UM Graduate Teacher Certificate

- This certificate offers the opportunity to:
  1. document your professional development as a college-level instructor
  2. prepare for the faculty job search
- Does not appear on UM transcript
- May be included on your CV/résumé
- For more information, visit:
  - [http://sitemaker.umich.edu/um.gtc/description](http://sitemaker.umich.edu/um.gtc/description)
Other Employment Opportunities
GSRA Positions in SNRE

- Unlike GSI positions, GSRA positions are not typically posted
- Opportunities are primarily through faculty advisors
- Typically funded by external organizations/agencies
- Require regular research work with tangible outcomes
- May not align directly with your research interests or thesis work
- Progress reports are typically required
- Inquire early
Other Student Employment

- Temporary Student Hourly – open to anyone
- Work Study
  1. Must be US citizen or permanent resident
  2. Must complete the FAFSA (Free Application for Federal Student Aid)
  3. Must be eligible—check financial aid package
- Postings are available on the Student Employment website [https://studentemployment.umich.edu/](https://studentemployment.umich.edu/)
- Lori Miley, mileyl@umich.edu is SNRE contact
SNRE Career Services Materials

- See handout for URL
- Many useful references:
  1. Drafting Your Résumé
  2. Drafting Your CV
  3. How to Draft a Powerful Cover Letter
  4. How to Secure Good References
Good Luck!!