University of Nebraska-Lincoln   **RESEARCH AT NEBRASKA**

Office of Research and Economic Development / 301 Canfield Administration Building / Lincoln, NE 68588-0433 / research.unl.edu

Research Finance – Grants Coordinator Apprenticeship

- ✓ *Do you love helping others?*
- ✓ *Do you love budgets and numbers?*
- ✓ *Do you want to assist with work that leads to groundbreaking research?*

If yes, the Office of Research and Economic Development invites you to apply for an apprenticeship in its Research Finance office. The Research Finance team's role is to help proposers prepare applications for external funding to support research, scholarship, and creative activity.

Responsibilities

The Research Finance apprentice will contribute valuable expertise to the University of Nebraska-Lincoln's research enterprise while learning skills that enhance their competitiveness for excelling in the field of research administration. Apprentices will collaborate with professionals to prepare budgetary documents, combine components of grant proposals, and ensure compliance with sponsor guidelines.

Qualifications

Competitive applicants will have completed sophomore-level courses or higher and will be available to work in-person 15 to 20 hours per week throughout the academic year during standard office hours (8am-5pm Monday through Friday). Summer hours may be available. A two-year commitment is required.

Competitive applicants will be:

- **Adaptable:** Quick to adjust to changing tasks. Accommodate diverse opinions and preferences while contributing effectively to group projects.
- **Skilled Communicator:** Able to understand various communication styles and adapt to different audiences.

The Research Finance Grants Coordinator apprentice must be comfortable receiving and implementing feedback.

Benefits

This is an excellent opportunity for students to embark on a career in software development. Apprentices will receive training that provides them with highly marketable skills, including:

- Ability to adapt to an ever-changing enterprise
- Experience working in a deadline-driven environment
- Problem-solving abilities

NREAP Apprentices will earn $19.00 per hour in their first year with the possibility of a performance-based raise for the second year.

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Research Finance – Software Development Apprenticeship

✓ *Are you interested in software development to improve automation and reduce frustration?*
✓ *Would you like to learn application programming interfaces for full stack development?*
✓ *How about helping set up UNL generative AI and large language models (like ChatGPT)?*

If yes, the Office of Research and Economic Development invites you to apply for an apprenticeship in its Research Finance division with Software Development. Our unit provides software development services for the UNL Office of Research & Economic Development. We provide full stack services ranging from creating online forms to designing databases and data visualizations.

Responsibilities

The Software Development apprentice will assist with oversight of existing automation by checking that system-generated content matches system-generated reports. Other duties include development of new (front-end) software including online forms and DocuSign templates and assisting with development and testing of new automated systems including generative AI.

Qualifications

Competitive applicants will have completed sophomore-level courses or higher and will be available to work in-person 15 to 20 hours per week throughout the academic year during standard office hours (8am-5pm Monday through Friday). Summer hours may be available. A two-year commitment is required.

Competitive applicants will have:

- Completed Computer Science I and/or strong programming background
- Basic experience with internet programming (JavaScript, HTML, CSS)
- Basic experience with relational databases (MySQL or MSSQL)
- Attention to detail

Benefits

This is an excellent opportunity for students to embark on a career in software development. Apprentices will receive training that provides them with highly marketable skills, including:

- Software Automation and Generative AI
- Internet Programming (JavaScript, HTML, CSS)
- API Development
- Google Workspace, DocuSign, Tableau (and more)

NREAP Apprentices will earn $19.00 per hour in their first year with the possibility of a performance-based raise for the second year.