



Office of Proposal Development Apprenticeship

- ✓ *Do you love editing text?*
- ✓ *Do you have an interest in helping others polish and present their stories?*
- ✓ *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 Office of Proposal Development (OPD). OPD is an integral part of the University of Nebraska-Lincoln (UNL)'s [research development group](#)—a team that supports capacity building and catalytic activities that enhance faculty success and increase institutional competitiveness. OPD's role is to help proposers prepare applications for external funding to support research, scholarship, and creative activity.

Responsibilities

The OPD apprentice will contribute valuable communication expertise to UNL's research enterprise while learning skills that enhance their competitiveness for excelling in the field of grant writing or research development. Apprentices will collaborate with seasoned professionals to edit the narrative components of grant proposals to improve content, clarity, organization, and visual appeal and ensure compliance with sponsor guidelines. From single investigator and small group proposals to federal and private sponsors, the apprentice will work with and provide support for OPD colleagues managing large complex projects.

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.

Applicants must possess strong writing, communication, and organizational skills as well as knowledge of Microsoft Office Word and Outlook. Experience managing multiple projects/competing assignment deadlines is helpful. In addition, competitive applicants will be:

- **Skilled Communicators:** Able to understand various communication styles and adapt messages for different audiences.
- **Relationship Builders:** Capable of establishing connections and providing solutions that cater to the needs and preferences of peers, mentors, and potential partners within a learning or working environment.
- **Adaptable:** Quick to adjust to changing tasks and open to various work approaches, accommodating diverse opinions and preferences while contributing effectively to group projects.
- **Team Collaborators:** Thrive in fast-paced, collaborative environments, contributing positively to team dynamics, sharing innovative ideas, and valuing the input of others.
- **Creative and Dedicated:** Exhibit a creative mindset, demonstrate commitment, take responsibility for tasks, and actively support the values and goals of the grants.

The OPD apprentice must be comfortable receiving and implementing feedback.

Benefits

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

- Ability to interpret and provide guidance on proposal compliance with preparation guidelines.
- Ability to gather and analyze scientific and scholarly information from diverse sources and organize the information into a compelling, coherent, and persuasive proposal.
- Interpersonal communication, enhanced professional networks, and ability to manage complex relationships in a professional environment.
- Critical thinking and problem-solving abilities.
- Experience working in a deadline-driven environment.

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