



Faculty Development Apprenticeship

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Nebraska Research Enterprise Apprenticeship Program Proposal Development Apprentice

- ✓ *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 Innovation 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.





Nebraska Research Enterprise Apprenticeship Program Research Development Programs Apprentice

- ✓ *Do you enjoy supporting others in achieving their goals?*
- ✓ *Do you have an interest in professional development or training?*
- ✓ *Do you want to assist with work that leads to groundbreaking research?*

If yes, the Office of Research and Innovation invites you to apply for a research development programs apprenticeship within the University of Nebraska-Lincoln's [research development group](#), which supports capacity building and catalytic activities that enhance faculty success and increase institutional competitiveness. A critical functional area of the research development group is to provide research development programming and training opportunities for faculty to bolster the impact and success of their research, scholarship, and creative endeavors.

Responsibilities

The research development programs apprentice will collaborate with seasoned professionals to support the coordination, creation, implementation, marketing, and assessment of an array of research development programs for the UNL community. The apprentice will contribute to coordinating and communicating with a range of professionals in the design and implementation of programming, preparing program materials, and creating new research development programming to meet the needs of the UNL community. The apprentice may also have opportunities to contribute to additional tasks or projects within the research development group.

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.
- **Detail-oriented and Organized.** Able to organize and keep track of the details of complex initiatives.
- **Adaptable:** Quick to adjust to changing tasks and subject matters 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, and take responsibility for tasks.

The research development programs apprentice must be comfortable receiving and implementing feedback.

Benefits

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

- Experience designing, implementing, and assessing learning and professional development programs.
- Engagement with a range of areas within the research development field, such as identifying and understanding funding opportunities, grant writing and proposal development, and research impacts.
- Interpersonal communication, enhanced professional networks, and ability to manage complex relationships in a professional environment.
- Critical thinking and problem-solving abilities.
- Experience working on complex initiatives 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.



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Nebraska Research Enterprise Apprenticeship Program

External Recognition and Awards Apprentice

- ✓ *Do you want to assist with recognizing faculty for their impactful work?*
- ✓ *Do you enjoy writing and telling compelling stories?*
- ✓ *Do you have an interest in learning about groundbreaking researchers?*

If yes, the Office of Research and Innovation invites you to apply for an external recognition and awards apprenticeship within of the University of Nebraska-Lincoln's [research development group](#), which supports capacity building and catalytic activities that enhance faculty success and increase institutional competitiveness. A critical functional area of the research development group is to provide support for faculty as they pursue external honorific awards important in their fields and disciplines including prestigious accolades, prizes, fellowships, and memberships given by professional associations and other external organizations that recognize excellence in research, teaching, service, and creative endeavors.

Responsibilities

The External Recognition and Awards apprentice will collaborate with seasoned professionals to research potential award opportunities relevant to UNL faculty, assist with the development, writing, and editing of award nomination materials, and monitor faculty award data.

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.
- **Analytical:** Able to analyze calls for nomination to ensure materials comply with stated guidelines.
- **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, and take responsibility for tasks.

The External Recognition and Awards apprentice must be comfortable receiving and implementing feedback.

Benefits

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

- Ability to interpret and provide guidance on nomination 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 nomination.
- 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