Undergraduate Research Assistantships

**Description**: The Student Office of Research and Creative Activities (ORCA), in partnership with the Financial Aid office, is pleased to support 12 Undergraduate Research Assistantships (URA) through the federally funded Work Study program. This program allows faculty from across the university to request an eligible student as a research assistant to advance their research/scholarship. This program is mutually beneficial, as the students selected for it would gain valuable experience as part of the academic process, while the faculty would gain valuable assistance to further their scholarship. The specific responsibilities of the student will vary based on discipline but are intended to be more task-oriented (e.g., data entry, literature searches, grant proposal support, routine lab or studio work) than research appropriate for independent study credit or summer research supported through grants. Several faculty within a department or across disciplines are encouraged to apply together for a single Undergraduate Research Assistantship position. This is a Federal Work-Study position, so students will be assigned for the entire academic year unless they cease to be eligible financially or academically.

**Application process:** This is a pre-match program in which faculty are expected to identify an eligible student as part of the application. This may be achieved by advertising a “position” to recruit interested and eligible students. The Financial Aid office determines student eligibility by submitting FAFSA data for each academic year. Only students that qualify for the Federal Work-Study program will be eligible for the Undergraduate Research Assistantship. This program will support students for 5-10 hours/week for hours worked (up to $1,400 each) during the academic year.

**Requirements:**

-Faculty participating in this program are expected to supervise and mentor Federal Work Study students and submit appropriate paperwork (e.g., time sheets) throughout the academic year.

- Duties assigned to the Undergraduate Research Assistant must be directly related to and advance the faculty’s research/scholarly agenda.

- The faculty members are required to submit a report to the Student ORCA summarizing the experience.

**Evaluation Criteria**

Submission of an application does not guarantee a URA Federal Work Study student. The Student Employment and Research and Student ORCA offices will evaluate the applications based on the merit of proposed student duties and how the student will advance the faculty’s research/scholarship agenda.

**The completed, signed application will be accepted on a rolling basis through the Summer until Sept. 5th.**

**Undergraduate Research Assistantships Application**

Faculty Name: Department:

Email:

Faculty Signature: Date:

*Additional faculty for a joint application for a single work-study student*

Faculty Name: Department:

Email:

Faculty Signature: Date:

Faculty Name: Department:

Email:

Faculty Signature: Date:

**Pre-matched Federal Work Study Student**

Student Name: ID #: \_\_\_\_\_

Major: Number of credits earned towards graduation:

Campus/Local Address:

Email:

**I authorize the Financial Aid Office to provide information regarding my Federal Work-Study eligibility to the Student ORCA.**

Student Applicant Signature: Date:

**Please respond to the following in a single document with the file name: lastname\_URA submitted to kestutis.bendinskas@oswego.edu.**

1. Please provide a “job description” and performance plan for your work-study student. This should include a detailed description of their expected duties. If this application includes a single request from more than one faculty member, please describe in your plan how the student will be supervised and shared (with dates and timelines) between faculty applicants. Please include how the student’s work-study activities support and enhance your scholarly/research agenda (Limit your response to 300 words or less).

2. For each faculty applicant, provide a brief (2-page maximum) vitae of your professional accomplishments, including any previous and current scholarly activities that include undergraduate students.

**Note: Only the materials requested in this application will be forwarded for review. Please do not attach any additional letters of recommendation.**