



Dorothy A. Johnson Center
FOR PHILANTHROPY

**The Kathy A. Agard Graduate Assistant/Fellow
for the W.K. Kellogg Community Philanthropy Chair**

Position type

Graduate School

Work-Study program

No

Job description

Position: The Kathy A. Agard Graduate Assistant/Fellow for the W.K. Kellogg Community Philanthropy Chair

Compensation & Hours: This is a 9-month full-time position that provides 30 weeks of 20 hours per week (600 hours total) of work with a \$13,000 stipend (\$6,500 per semester, Fall and Winter semesters) and 18 credit hours of tuition waiver (9 credits per semester, Fall and Winter semesters). This position begins August 25, 2025, and ends May 2, 2026.

Location: The Johnson Center for Philanthropy is located in the Bicycle Factory (BIK 200) on the Pew Campus of Grand Valley State University. Our building is close to Winter and Secchia Halls, and the Seidman College of Business.

Flexibility: This position allows for a hybrid (both online and in-person) work schedule. A minimum of two in-person work days may be required.

About the Johnson Center for Philanthropy: We are focused on understanding, strengthening, and advancing the philanthropic sector. We do this through applied research and evaluation; professional development training and tools for nonprofit and foundation leaders; and our endowed chairs in family philanthropy and in community philanthropy.

About the Role/Responsibilities: The Kathy A. Agard Graduate Assistant/Fellow for the W.K. Kellogg Community Philanthropy Chair will provide research support to the work of the chair and includes, but is not limited to, the following:

- Undertake background research and writing, including literature reviews and summaries of findings - 30%
- Conduct qualitative and quantitative data analysis - 30%



- Help with the preparation of presentations, reports, articles, and other documents - 20%
- Assist on multiple aspects of client projects, including coordination, evaluation, and deliverables - 15%
- Participate in and support of Jonson Center events, as directed - 5%

Additionally, the fellow will explore the intersection of philanthropy and their academic discipline, through primary or co-authorship of original research under the direction of the chair.

Support for this fellowship is provided by the Kathy A. Agard Fellowship in Philanthropy, which was created to honor Dr. Kathy Agard, who retired as executive director of the Dorothy A. Johnson Center for Philanthropy in 2010 after four years of service and a career providing leadership for the Michigan Community Foundations' Youth Project and the nonprofit Learning to Give.

About you: All majors are encouraged to apply. Ideally, you have all of the following characteristics. However, many excellent candidates will have only some of the characteristics below. We provide on-the-job training and supervision. We encourage you to apply if you would use the majority of these characteristics to describe yourself:

- Demonstrated interest and involvement in philanthropy, nonprofits, and volunteering
- Strong attention to detail
- Excellent communication skills, both written and oral
- Ability to meet short deadlines
- Ability to manage multiple projects, be organized, and prioritize work tasks
- Experience with the Microsoft Office Suite - Word, Excel, PowerPoint, Outlook
- Experience with survey and/or data analysis software – i.e. Qualtrics, NVivo, MAXQDA

Requirements: As a potential candidate for this position, the following items are required:

- Student must be fully admitted to a GVSU graduate degree program
- Must have, and maintain throughout length of GA contract, a 3.0 GPA or higher
- U.S. work authorization
- Master's students, graduating in April 2026 or April 2027

Orientation: The Kellogg Chair will provide orientation of the research duties of the Graduate Assistant/Fellow and the Johnson Center's administrative staff will provide orientation to the relevant systems and procedures that apply to all staff. This will take place during the first week of the Graduate Assistant/Fellow's appointment and continue as needed. The Graduate



Assistant/Fellow must attend the mandatory New GA Orientation on Friday, August 22, 2025, 3:00-4:00pm in Loosemore Auditorium on the Pew campus.

Supervision: The Kellogg Chair will serve as the direct supervisor to the Graduate Assistant/Fellow, providing direction and feedback on a weekly basis throughout the school year. Performance will be assessed based upon the timeliness and quality of the assignments completed on an ongoing basis. The Chair will also provide any additional feedback in compliance with the expectations of GVSU.

Selection Process: Please submit a resume and cover letter that highlight your qualifications and explain your interest in the position via Workday. Resume review will begin on April 7, 2025, and continue until the position is filled. Interviews will begin on April 10, 2025.

In your cover letter, please be sure to address what about philanthropy is of interest to you (including potential topics or questions for original research) and how your areas of interest, previous education and experiences, or other aspects of your personal or professional profile make you a good fit for the fellowship.

Contact information for three references and an academic writing sample may be requested during the selection process.