



## Apply to be GCDD's First Summer IPSE Fellow!

The Georgia Council on Developmental Disabilities (GCDD) is seeking an individual to serve as its first IPSE Fellow! This **paid, three-month part-time role** is an exciting opportunity for a **current or graduated inclusive post secondary (IPSE) student** to support GCDD with coordinating yearly contract renewals for each of Georgia's IPSE programs, as well as with the professional alliance known as the Georgia Inclusive Post Secondary Education Consortium (GAIPSEC). This role may also include basic data collection, storytelling coordination, and other duties related to GCDD's IPSE responsibilities. The IPSE Fellow is eligible for **up to \$5,000 over 3 months**, paid once per month based on number of hours worked (up to 20 hours each week).

The fellowship will begin on May 15<sup>th</sup>, 2024, and end on August 15<sup>th</sup>, 2024. **Applications are due on April 15<sup>th</sup>, 2024 by 11:59 PM.** For more on the position and how to apply, please see the complete position description below or email [starr.bruner@gcdd.ga.gov](mailto:starr.bruner@gcdd.ga.gov).

### Position Description

The IPSE Fellow's primary function will be to assist GCDD in efforts to renew contracts for state-funded grant dollars with each of the 10 current and upcoming IPSEs in the state, as well as with the Georgia Inclusive Post Secondary Education Consortium (GAIPSEC). This will be an exclusively remote position with no mandatory in-person events, so IPSE students and graduates from the entire state of Georgia are encouraged to apply. Given the virtual nature of the role, the Fellow must be readily available to GCDD staff and members of the IPSE community during their working hours, and must be able to independently focus on completing Fellowship tasks during the remainder of their working hours. The Fellow should have access to their own computer, telephone, and extremely reliable internet.

**The IPSE Fellowship is a 20-hour per week commitment, beginning Wednesday, May 15<sup>th</sup> and concluding by Thursday, August 15<sup>th</sup>.** The typical schedule will be Monday-Friday 10am-2pm (or 10am-3pm if the fellow wishes to take a 1-hour lunch break), though some flexibility in scheduling is possible for a well-qualified candidate.

**The hourly rate of compensation for this role is \$20/hour, amounting to no more than \$5,000 over 3 months. Applications will be open between March 15<sup>th</sup>, 2024 and April 15<sup>th</sup>, 2024.** Virtual interviews for top candidates will be scheduled between April 22<sup>nd</sup>, 2024 and May 3<sup>rd</sup>, 2024.

### Essential Responsibilities

- Assist the Inclusive Post Secondary Education & Employment Director with coordinating contract renewals for the 2024-2025 academic year with 11 grantee organizations total
- Emailing IPSE program directors and/or university grants office staff in a courteous manner to ensure timely submission of applications and signatures
- Following up as needed with IPSE contacts to notify, troubleshoot, and/or schedule virtual meetings with the Inclusive Post Secondary Education & Employment Director
- Track submissions from each IPSE program and send reminders ahead of deadlines
- Distribute instructional materials by email to IPSE programs, under the supervision of the Inclusive Post Secondary Education & Employment Director



- Collect student success stories from IPSE programs (by phone, email, and/or reviewing past program reports in GCDD's online portal, DD Suite)
- Coordinate with each IPSE program to update the IPSE employer list
- Collect and document limited pieces of one-time data from IPSE programs as needed
- Attend weekly (virtual) staff meetings and/or individual meetings with the Inclusive Post Secondary Education & Employment Director
- Other IPSE-related duties as assigned

#### Benefits of Fellowship

- Develop expertise regarding the State of Georgia's role in supporting inclusive post secondary education
- Deepen understanding of inclusive post secondary education programs across the state
- Polish administrative/office skills
- Apply communication and organizational skills in a professional setting
- Gain familiarity and comfort with remote employment
- Expand professional network within Georgia's IPSE community
- Earn grants, contracts, and/or project management experience
- Serve Georgia's inclusive post secondary education community

#### Required Skills

- Must be a current or graduated IPSE student located in the state of Georgia \*\*
- Proficiency with Microsoft Word, Outlook, Excel, and Zoom \*\*
- Moderate to strong email etiquette and experience \*\*
- Ability to work independently and manage a calendar with multiple deadlines
- Ability to prioritize, carry out, and shift between multiple assignments and projects while meeting deadlines
- Ability to request information in a courteous manner
- Interpersonal skills required to work as a member of a small team
- Reliability, attention to detail, and ability to see a task through to completion
- Initiative to think critically and organize project workflow
- Prior experience in clerical and/or remote-work setting preferred

\*\* Essential requirements for this role

*GCDD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

#### **To Apply**

**Email Starr Bruner, Inclusive Post Secondary Education & Employment Director, at [starr.bruner@gcdd.ga.gov](mailto:starr.bruner@gcdd.ga.gov) by April 15<sup>th</sup>, 2024 at 11:59pm with resume and cover letter (of no more than one page) explaining why you would be a good fit for this position.**