**Mentee OVERVIEW**

- Designed to give mentee’s a mix of specialized and broad experience in Research Administration
- A one year program with an opportunity for a supplementary second year
- Designed specifically with Junior undergraduates in mind (other levels may also apply)
- Successful applicants will complete 3 four month modules with units within KED.

**SKILLS DEVELOPED**

- Budgeting for sponsored research projects (Excel and Web Based Applications)
- Federal grants, contracts, and cooperative agreements regulations
- Research compliance
- Grant and sponsored project searching techniques and software
- Financial management of sponsored awards

**BENEFITS TO YOU**

- Paid position
- WP Carey Students may be eligible to receive credit towards graduation
- Modular nature of program allows mentee to develop and utilize a variety of skills
- Mentee’s often find positions within KED after graduation
- Career potential with exposure to several areas of Research Administration
- Great office culture

This application will be available March 8 at [https://students.asu.edu/employment](https://students.asu.edu/employment). If you have any questions please contact Kayla Hodge at Kayla.r.hodge@asu.edu and add “KED Mentee” into the subject line.