The Division of Academic, Research, and Student Affairs (ARSA) in the Office of the Commissioner of Higher Education (OCHE) is pleased to invite applications for the OCHE Research Fellows program. This is a tremendous opportunity for graduate students to receive academic credit and a $1,000 stipend while also gaining valuable experience and exposure at the highest administrative level of the Montana University System (MUS). Most importantly, Fellows will support initiatives that will have a positive impact on students, faculty, and staff throughout the state of Montana.

Program Description – OCHE Research Fellows will support ARSA initiatives that promote student and faculty success throughout the Montana University System (MUS). Fellows will be mentored by ARSA leadership and will participate in project development, data analysis (both qualitative and quantitative), basic research in key initiative areas, policy design & implementation, and general campus outreach. Fellows will begin their fellowship term at an orientation hosted at the OCHE office in Helena. OCHE Fellows will have many opportunities for professional development including presenting what they’ve learned at the end of the Fellowship term, attending a Board of Regents meeting, and connecting with MUS professionals in the student’s field. Fellows intending to earn academic credit (3 credits for the Fall 2019 semester) for this experience will need to establish an eligible faculty advisor* at their home institution.

For the Fall 2019 Fellowship term, Fellows will focus on one of three ARSA initiatives:
1. ARSA marketing and communications
2. Academic Planning, Approval, and Assessment Processes
3. Development of a Montana Science & Technology Plan

Selection Criteria - Candidate selection will be based on:
1. Academic experience (B.A./B.S. required; progress toward master’s/doctoral degree preferred)
2. Data analysis (coursework in statistics and/or data analysis preferred) or research skills
3. Outstanding written and oral communication, and the ability to collaborate with a diverse team
4. Demonstrated initiative and ability to conduct research with minimal supervision
5. Knowledge of and appreciation for the mission of public higher education in Montana.

How to Apply - Applications for the OCHE Research Fellowship are due by May 3, 2019 and should be emailed to ARSA Student Success Specialist Crystine Miller (cmiller@montana.edu). Please include the following application requirements in a single PDF:

1. A cover letter (maximum two pages) outlining your interest and qualifications, with an indication of which ARSA initiative (listed above) you would most like to support.
2. A comprehensive resume or curriculum vitae.
3. A letter of support from a faculty mentor who can confirm your qualifications for the Fellowship and commit to working with you and ARSA staff to award appropriate academic credit for the OCHE Research Fellowship.

Up to three successful candidates will be notified by May 15, 2019 and a program orientation will be scheduled for early September. The OCHE Research Fellowship will formally begin on September 3, 2019 and will end no later than December 15, 2019. Please contact Crystine Miller, Student
Success Specialist at cmiller@montana.edu or (406) 449-9133 with any questions or requests for information.

*Eligible faculty are those qualified to teach graduate level courses at the home institution.