Call for C21 Project Assistants

TWO POSITION OPENINGS
The Center for 21st Century Studies (C21) has two positions open for graduate project assistants for the 2012–13 year. C21 expects to hire one masters student, and one doctoral student. Both will be 50 percent appointments. Working at C21 provides graduate students the opportunity to meet visiting scholars, attend C21 events, and help with outreach and research initiatives. See attached position descriptions for more information.

ABOUT THE CENTER
The Center for 21st Century Studies (C21) at the University of Wisconsin–Milwaukee leads the way in imagining, defining, and creating the burgeoning field of 21st century studies, focusing on the intersection of the humanities, arts, and sciences (social and natural) with issues of compelling concern. C21 organizes its research and public programs around themes that change periodically. Each year C21 constitutes a group of six to eight UWM faculty fellows, and at least one UW System fellow, whose research interests relate to the theme. Nationally and internationally known scholars are brought to campus to address the topic of the year’s research in seminars, lectures, and conferences.

APPLICATION PROCESS
Please submit the following materials to C21 Deputy Director, Mary Mullen, via email at mullenml@uwm.edu:

- A one- to two-page cover letter that articulates why you are interested in the position, what your relevant experience is, and how the position connects to your research and professional interests
- A curriculum vitae
- Names and contact information for two faculty references

APPLICATION DEADLINE: MONDAY, MARCH 26 AT NOON
Graduate Project Assistant Job Description

**Title:** Project Assistant (Doctoral Level)

**Job Description:**
The project assistant attends and helps publicize Center events, assists in event planning and preparation, and aides in all phases of Center sponsored research and programming. Responsibilities include helping resident fellows and director, assisting the deputy director (coordinating lectures, seminars, and conferences), proofreading scholarly manuscripts, and publicizing Center events through social media, emails, and flyer distribution. On occasion, office work (answering phone, errands) is also required. The ideal candidate should have technological skills—graphic designs, web design, multimedia, A/V—to help grow C21’s web presence. He/she should also have intellectual interests that relate to 21st Century Studies.

**Unit:** Center for 21st Century Studies

**Salary:** To be determined – up to allowed maximum for doctoral students

**Appointment Period:** Nine months (university contractual period)

**Percent of Time:** 50 percent (graduate students must enroll in six graduate credit hours)

**Job Summary:**
20 hours per week. Clear writing ability essential. Assistance with all public programs and events required. Intellectual interest in 21st century studies preferred. Technological skills and background in social media preferred. Event planning and organization preferred. Some evening work.
Graduate Project Assistant Job Description

Title: Project Assistant (Masters Level)

Job Description:
The project assistant attends and helps publicize Center events, assists in event planning and preparation, and aides in all phases of Center sponsored research and programming. Responsibilities include helping resident fellows and director, assisting the deputy director (coordinating lectures, seminars, and conferences), and publicizing Center events through social media, emails, and flyer distribution. On occasion, office work (answering phone, errands) is also required. The ideal candidate should have technological skills—graphic designs, web design, multimedia, A/V—to help livestream C21 events, update the C21 website, and build C21’s online presence. C21 will give preference to candidates with intellectual interests that relate to 21st Century Studies.

Unit: Center for 21st Century Studies

Salary: To be determined – up to allowed maximum for Master’s (non-doctoral) students

Appointment Period: Nine months (university contractual period)

Percent of Time: 50 percent (graduate students must enroll in six graduate credit hours)

Job Summary:
20 hours per week. Assistance with all public programs and events required. Webmaster, graphic design, multimedia, and A/V preferred. Event planning and organization preferred. Intellectual interest in 21st century studies preferred. Some evening work.

Questions about the position? Email C21 deputy director, Mary Mullen, at mullenml@uwm.edu