CALL FOR A C21 PROJECT ASSISTANT

ONE POSITION OPENING
The Center for 21st Century Studies (C21) has one opening for a graduate project assistant for the 2013–14 year. The position is open to either master’s students or doctoral candidates. It will be a 50 percent appointment. Working at C21 provides graduate students the opportunity to meet visiting scholars, attend C21 events, and help with outreach and research initiatives. See position description below 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 external 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. The 2013–14 research theme is “Changing Climates.”

APPLICATION PROCESS
Please submit the following materials to C21 Deputy Director, Mary Mullen, via email at C21@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: FRIDAY, MARCH 29, 2013 AT 12 NOON
Position Description
Graduate Student Project Assistant

Title: Project Assistant (Master’s or 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,
developing C21’s conference website, and designing promotional flyers. On occasion, office
work (answering phone, errands) is also required. The ideal candidate should have technological
skills—graphic design, web design (html/css), 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: Twenty 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 graphic design experience preferred. Event planning and organization
preferred. Some evening work.