CALL FOR C21 PROJECT ASSISTANTS

TWO POSITION OPENINGS
The Center for 21st Century Studies (C21) has two openings for a graduate project assistant for the 2014–15 year. Both positions are open to either master’s students or doctoral candidates. Each position 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 2014–15 research theme is “Humanities Futures.”

APPLICATION PROCESS
Please submit the following materials to C21 Deputy Director, Emily Clark, 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 28, 2014 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 C21 events, assists in event planning and preparation, and aides in all phases of C21 sponsored research and programming. Responsibilities include event promotion and logistics (flyering, videotaping lectures, prepping lecture rooms, setting up and breaking down receptions, etc.), developing C21’s conference website, maintaining C21’s blog, designing promotional flyers, assisting the deputy director with research projects, proofreading scholarly manuscripts, and helping resident fellows and director as needed. 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. Assistance with all public programs and events required. Technological skills and graphic design experience preferred. Event planning and organization preferred. Intellectual interest in 21st century studies preferred. Some evening work.