



Center for 21st Century Studies  
929 Curtin Hall  
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[www.c21.uwm.edu](http://www.c21.uwm.edu)

## **CALL FOR C21 PROJECT ASSISTANT**

### **POSITION OPENING**

The Center for 21st Century Studies (C21) has an opening for a graduate project assistant for the 2017–18 year. This position is open to students at the Master’s or Doctoral level. 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 2017–18 research theme is “In the Eschaton.”

### **APPLICATION PROCESS**

Please submit the following materials to C21 Deputy Director Kalling Heck via email at [C21@uwm.edu](mailto: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, APRIL 28, 2017**

**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, 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 21<sup>st</sup> Century Studies.

**Unit:** Center for 21<sup>st</sup> Century Studies

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

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

**Job Summary:** 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. Tuition release included.