



Graduate Student Hourly Position
Institute for Research in the Humanities, UW–Madison
8–10 hours/week, June – September 2022, Mon–Fri 9AM–6PM, in
person on campus (432 East Campus Mall), \$15/hour

The Institute for Research in the Humanities is seeking applicants for an hourly student assistant position, for approximately ten hours per week for four months beginning in June 2022. The Institute seeks a graduate student in the humanities who will be able to benefit from the interdisciplinary intellectual community of the Institute. This position offers \$15/hour plus office space (office space availability may be extended beyond 4-month appointment for dissertators in need of work space on campus). Position may be extended into the fall semester pending performance review and schedule availability.

IRH Overview

The Institute for Research in the Humanities is a research institution at UW–Madison that hosts over forty fellows from the University of Wisconsin system and beyond each year. The hourly assistant hired would be responsible for providing support to ensure the smooth operation of the Institute, including helping with the Institute's technology, administrative, and event management needs. As part of the IRH staff, the hourly IRH assistant will be part of a stimulating, interdisciplinary community of scholars and will be welcome to take part in weekly events and discussions beginning in September. This is an exciting opportunity for a graduate student to gain experience in humanities administration and to be part of a supportive intellectual community on campus while having a low hourly work commitment each week.

Position Description

The hourly assistant will help with website maintenance, social media engagement, publicity of fellowship opportunities, and basic office support. This could include: regularly updating the IRH's WordPress website; assuring web-based information is accurate, up-to-date, accessible, and fully edited; publicizing lectures, fellowship opportunities, and events using MailChimp and HTML email to Google lists; publicizing fellowship calls on external humanities boards and listserves; maintaining image archives databases; editing CfP/CfA texts before distribution; maintaining updated activity on the IRH's social media channels while seeking out campus opportunities or events for fellows; supporting office onboarding for incoming Fall fellows and offboarding for outgoing Summer fellows; assisting with event set-up and management; and/or maintaining organization and supply stock of communal office spaces.

The hourly assistant should be flexible in helping the IRH Director and IRH Project Assistant with the many miscellaneous tasks that arise when overseeing several dozen in-residence fellows, yet should be very meticulous and detail-orientated in handling web data and public-facing messaging. During late summer/early fall events, the hourly assistant should be willing to aid in all aspects of event management including room set-up, refreshment ordering and prep, and post-event clean-up.

Qualifications

For the technology aspect of the position, qualifications include:

- Website maintenance experience (WordPress experience required, basic HTML knowledge recommended, Google Analytics experience especially valued) including best practices in design or accessibility
- Experience preparing photos and documents for the web (image editing, re-sizing, cropping, re-naming, adding alt text required, experience with design software and/or Adobe Photoshop a plus)
- Experience maintaining social media channels and the ability to re-write content for different audiences and constituents
- Experience creating email campaigns for multiple audiences on automated platforms such as MailChimp or Constant Contact
- Familiarity with online submission forms, surveys, and applications (Google Forms, Custom Wisclists, UW Google Groups, and shared drives/file-sharing platforms such as UW Box, Dropbox, and Google Drive)
- Extensive experience with Microsoft Suite (Word, Excel, PowerPoint, Outlook)
- Familiarity with audio-visual equipment used in UW classrooms and a familiarity with virtual event and meeting set-up through Zoom
- A willingness to learn new skills, technologies, and databases or systems

For the administrative and event assistance aspects of the position, qualifications include:

- Meticulous editing eye and demonstrated careful attention to detail
- Demonstrated organizational skills
- Professional, timely email etiquette
- General knowledge of humanities departments at UW–Madison and humanities institutes, centers, or organizations in the U.S.
- Flexibility and willingness to help out with all aspects of events from moving chairs and hanging posters, to prepping catering and post-event clean up
- Ability to switch from task-to-task from week-to-week and prioritize activities

Eligibility

This position is open to UW–Madison graduate students (or upper-level undergraduates) in the humanities and related fields. In order to be available while fellows are in-residence and to best take advantage of the IRH intellectual community and office space, the 8–10 hours/week should be completed in-person at IRH, Monday–Friday, between 9:00am–6:00pm CT. Applicants will be reviewed based on their relevant experience and skills and their flexibility to assist with the various aspects of the Institute. Applicants should be

prepared to begin work and training in person by mid-June.

To Apply

Deadline for applications is April 18, 2022.

Please submit the following to Katie Apsey, IRH Associate Director:
apsey@wisc.edu:

- Cover letter stating interest in the position and highlighting relevant experience.
- CV

Subject line: IRH Assistant Application - Last name, First Name

Inquiries: apsey@wisc.edu, 608-262-3855, irh.wisc.edu

Select applicants will be contacted the week of April 18th for interviews. You will need to provide one reference at the interview who can speak to your experience with WordPress and/or social media.