



February 7, 2024

Project Assistantship (50%) Institute for Research in the Humanities Call for Applications: 2024-2025

Deadline: Friday, March 8, 2024

The Institute for Research in the Humanities (IRH) is pleased to offer a 50% project assistantship, twenty hours per week, for twelve months beginning September 1, 2024. The Institute seeks a dissertator-status graduate student in the humanities for an annual appointment, September-August, 2024-2025, renewable. This position offers salary, tuition remission, SGH health insurance, and other benefits. Some availability in August 2024 for hourly paid training is required.

Position Overview

The Institute for Research in the Humanities is a research institution at UW-Madison that houses over forty fellows from the University of Wisconsin-Madison, the Universities of Wisconsin system, and beyond. The project assistant is responsible for providing support to ensure the smooth operation of IRH, including helping with the Institute's technology, administrative, and event management needs. As part of the IRH staff, the PA will be part of a stimulating, interdisciplinary community of scholars and encouraged to take part in weekly events and discussions. This is an exciting opportunity for a graduate student to gain experience in humanities administration and to be a member of a supportive interdisciplinary intellectual and social community on campus while working on their dissertation.

Full Position Description

The PA is mainly responsible for the web and technology needs of the Institute. This includes regularly updating the IRH website; assuring web-based information is archived for further needs and reference; publicizing seminars, fellowship calls, lectures, and conferences using MailChimp; maintaining image databases; and occasionally helping to design event posters or postcards. The PA provides tech assistance for weekly seminars, setting up audio-visual equipment as needed. The Institute also holds fellowship competitions and solicits online applications. The PA is responsible for ensuring the process runs smoothly by designing and managing the online application forms, maintaining the application databases, and publicizing the fellowships through external

sites. Finally, the PA serves as the contact person for any of the fellows' computer or printer issues and refers issues to our IT support contact as needed.

The PA is also responsible for administrative assistance with the daily operations of the Institute. The PA should be flexible in helping the Associate Director and Director with the many miscellaneous tasks that occur when overseeing several dozen in-residence fellows and receiving hundreds of fellowship applications. This includes meeting scheduling, answering and triaging emails within the info@irh account, office maintenance requests, document editing, program research, digital and physical file management, interdepartmental mailings, committee management, contact list maintenance, and designing 2-3 event posters per year.

The PA is also responsible for assisting with all aspects of weekly event management, including room set-up, refreshment prep, weekly kitchen inventory, and post-event clean-up, as well as annual fellow office turnover.

Qualifications

For the technology aspect of the position, qualifications include basic web development experience (WordPress experience required, HTML knowledge useful, Google Analytics experience helpful); a willingness to learn new skills and technologies; experience preparing photos and documents for the web (basic knowledge of Adobe Photoshop or similar image editing software required, experience with design software such as Illustrator or Canva a plus); familiarity with basic Audio-Visual equipment (projectors, adapters); the ability to troubleshoot basic IT problems for both PC and Mac users; expertise with Microsoft Suite (Word, Excel, PowerPoint, Outlook); and experience managing and leading Zoom meetings/conferences. Familiarity with online forms and application software or databases (Interfolio, Google Forms, Doodle Polls), UW Google Groups, and shared drives/file-sharing platforms (UW Box, Dropbox, Google Drive) is extremely helpful. **IRH is happy to provide training for some of the skills listed above if necessary.**

For the administrative and event management aspects of the position, qualifications include demonstrated organizational skills; expertise with scheduling and logistics management; experience with event and/or symposium planning and execution; professional, timely email etiquette; flexibility and willingness to help with the less glamorous aspects of events; and a very basic familiarity with UW financial policy for events and hosted meals.

Eligibility

This position is open to UW-Madison graduate students in the humanities and related fields. To meet scheduling requirements and to best take advantage of the IRH intellectual community and office space while serving as a PA, it is required that candidates for the position have already passed their preliminary or prospectus examinations and achieved dissertator status. Applicants are expected to work in-person on campus at the IRH 20

hours/week. Applicants will be reviewed based on their relevant experience and skills and their flexibility to assist with the various aspects of administering the Institute.

Application Procedure

- 1) Combine the following 4 items and email them to IRH Associate Director, Katie Apsey, as a single PDF file:
 - 1-2 page cover letter stating interest in the position and highlighting relevant experience
 - CV or Resume
 - Transcript (Unofficial copy is fine; only required to prove dissertator status. For some programs this proof may be a letter from the Graduate School and not a line on your transcript)
 - Name and contact information of two past supervisors
- 2) Submit application pdf by 03/8/24 to: apsey@wisc.edu
- 3) Send email with the subject line: "IRH PA Application - Last name, First Name"

Inquiries

Feel free to contact Katie Apsey, apsey@wisc.edu; or IRH, info@irh.wisc.edu; 608-262-3855 with any questions. For information about the Institute and its programs and fellowships, visit: irh.wisc.edu.