



February 25, 2026

Project Assistantship (50%) Institute for Research in the Humanities Call for Applications: 2026-2027

Deadline: Monday, March 23, 2026

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, 2026. The Institute seeks a dissertator-status graduate student in the humanities or humanistic social sciences for an annual appointment, September-August, 2026-2027, renewable. This position offers salary, tuition remission, SGH health insurance, and a private office in the University Club building. Some availability in August 2026 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 technological and administrative support to ensure the smooth operation of IRH. As IRH staff, the PA also participates in the intellectual life of the Institute by attending weekly research seminars and afternoon teas. This is an exciting opportunity for a graduate student to gain experience in humanities administration, be exposed to new topics and methodologies in the humanities, and form connections with humanistic scholars both at UW-Madison and beyond.

Full Position Description

The PA's primary responsibility (~50% of hours) is to fulfill the media and technology needs of the Institute. Media tasks include regularly updating the [IRH website](#) and assuring that web-based information is archived; publicizing seminars, fellowship calls, lectures, and conferences using Oracle Eloqua; creating and disseminating IRH's semi-annual newsletter (the most recent issue is available [here](#)); and occasionally helping to design event posters. Technology tasks include providing audio-visual support for weekly seminars and assisting fellows with the technology (monitor, keyboard, mouse) setup in their offices and with printing needs.

The PA's secondary responsibility (~30% of hours) is to assist the Associate Director with running the Institute's [fellowship competitions](#). This involves designing the online

application forms in Interfolio, compiling applications and sending them to selection committee members, creating score sheets, and sending decision letters via Interfolio.

Lastly, the PA is responsible for administrative assistance with the daily operations of the Institute (~20% of hours). 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, maintaining contact lists and creating directories, assisting with annual fellow office turnover, submitting Physical Plant requests, and co-organizing field trips. The PA is also responsible for assisting with all aspects of weekly event management, including room set-up, refreshment preparation and clean-up, and weekly kitchen and office supply inventory; as well as co-planning the beginning-of-year reception and end-of-year potluck.

Qualifications

For the media and technology aspect of the position, qualifications include basic web development experience (WordPress or WiscWeb 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 (monitors, 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. Familiarity and experience with UW-Madison's digital accessibility policies and guidelines preferred. **IRH is happy to provide training for some of the skills listed above if necessary.**

For the administrative aspects of the position, qualifications include demonstrated organizational and detail-oriented 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 office management (including light cleaning); and a very basic familiarity with UW policies for events and hosted meals. Experience writing short-form content for publications such as magazines, newspapers, and newsletters is a bonus.

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 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

and must have in-person availability on Monday and Thursday afternoons throughout the academic year. Applicants will be reviewed based on their relevant experience and skills and their flexibility to assist with the various aspects of administering the Institute. IRH is specifically seeking a candidate who is interested in a long-term commitment to the Institute and who is interested in staying in the position for more than 1 year.

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 03/23/26 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.