CEMH/CMS Graduate Assistant Job Description 2016-17

The Center for Early Modern History and the Center for Medieval Studies anticipate hiring one 50%-time Graduate Assistant to fulfill the tasks specified below. Candidates must hold ABD status and qualify for the lower (post thesis credits) tuition rate. Candidates from any department are eligible to apply. Required qualifications include excellent organizational skills; ability to interact with scholars, students, and the public in a professional manner; and experience with the appropriate computing skills to fulfill the designated tasks listed below. Preferred qualifications include knowledge of the medieval and/or early modern periods (c. 500-1800) and experience with the University of Minnesota accounting system. Interested candidates should send a cover letter detailing their interest in and qualification for the position, a current c.v., and names of three references to cmedst@umn.edu. Application deadline: April 5, 2016.

Specific job duties include:

Event Management

- Coordinating publicity for events (making flyers, web listings, arranging co-sponsorships).
- Working with IGS staff in event management (preparing itineraries for visitors, reserving event rooms, set up).
- Communicating with visiting scholars in preparation for workshops and conferences (confirming paper titles and tech needs, requesting abstracts and images, answering questions).

Office Management

- Working with IGS staff in monitoring and logging expenditures and preparing reimbursement forms.
- Researching and assisting in the preparation of grant proposals and reports on the Centers’ activities.
- Production and distribution of weekly e-newsletters for each center and one CEMH print newsletter per semester.
- Preparing agendas and supporting materials and taking minutes for advisory board meetings.
- Maintaining websites for both Centers.
- Fulfilling orders for books in the Minnesota Studies in Early Modern History and Ming Studies series.
- General office tasks (monitoring CEMH and CMS email, ordering supplies).
- Assistance in the planning and execution of the core intellectual missions of both Centers.
Administrative Coordinator for Minor Programs

These tasks support the DGS of the Interdisciplinary Graduate Minor in Early Modern Studies and the Graduate and Undergraduate Minors in Medieval Studies.

- Assisting students as necessary in filling out program forms (application, annual review, course election petition, minor completion).
- Monitoring the emsdgs email.
- Answering student questions on degree requirements (or referring these to the DGS as appropriate).
- Updating the Graduate Handbook as necessary (adding new faculty or courses if these are approved by the Graduate Faculty) (EMS only).
- Gathering information from affiliated EMS and MEST faculty on courses to be offered in future semesters and making sure these courses get listed on the Minor website; working with the DGS and IGS staff to make sure that these courses get onto the university’s class schedule.
- Constructing and maintaining each semester the Moodle Course Website for the Workshop in Early Modern Studies (getting information on and creating entries for all events that count as part of the workshop, creating fora for students to post comments on the events, uploading pre-circulated readings as appropriate).
- Maintaining the EMS and MEST graduate student email lists (which includes students interested in early modern studies whether or not they formally declare the minor) and sending periodic compilations of announcements such as fellowships, conferences, calls for papers, job postings.