PSC Graduate Assistantship

The Polish Studies Center welcomes applications for a 10-month Graduate Assistantship for the 2015-16 academic year. The position is 20 hours/week during the academic year. ABD and other advanced students as well as Indiana residents (MA or PhD) are especially encouraged to apply. The GA provides administrative support for the daily operations of the Polish Studies Center (PSC) and provides creative input into the PSC’s activities.

**Duties include:**
- provide a wide range of support staff work in the daily operations of the Center—receptionist duties, responding to telephone and email inquiries, sending out mailings, etc.
- assist in travel and other arrangements for visiting scholars;
- initiate financial transactions for PSC activities and visiting scholars;
- coordinate PSC events, including corresponding with speakers, scheduling meeting rooms and hospitality;
- prepare and maintain budgets for PSC events and for grants in consultation with the Director and Fiscal Officer;
- prepare publicity materials for PSC events;
- maintain the PSC website and social media;
- prepare the Center’s annual newsletter: planning, writing, commissioning and editing stories; conducting interviews; preparing layout;
- maintain/update online catalog of PSC library holdings;
- assist in fundraising activities of the Center, maintaining and updating alumni/donor lists.

**Skills/qualifications:**
- some office experience desired;
- strong writing and organizational skills essential;
- familiarity with editing/publishing software, database software, and web-editing software preferred;
- some knowledge of Poland/East-Central Europe desired.

**Stipend:**
The GA will receive a stipend of 15,750, paid over the course of the academic year, as well as student health insurance and a tuition remission.

Application deadline is **May 1, 2015 noon**. Please submit the following to polish@indiana.edu:

- letter of application addressing required skills and qualifications;
- sample of journalistic/essay writing and/or of web design/publishing (e.g. a newsletter you have helped to produce);
- unofficial copy of IU transcript or most recent transcript;
- one letter of recommendation either from a work supervisor or graduate advisor.

**CANDIDATE INTERVIEWS WILL TAKE PLACE BEFORE THE END OF THE SEMESTER**