GRADUATE ASSISTANTSHIP APPLICATION
DEADLINE: MARCH 8, 2019

All graduate students are welcome to apply. Those in REEI and dual REEI degree programs are particularly encouraged to apply for the Communications Assistant and Outreach Assistant positions (Curricular Development Assistant position open to PhD candidates only). Applications are being accepted for three graduate assistantships in 2019-20.

REEI COMMUNICATIONS ASSISTANT

**Job Summary:** Compile and disseminate weekly REEI electronic calendar of on-campus and regional REEI-focused programming for K-16; compile and disseminate weekly REEI listing of academic opportunities (funding notices, publication and conference notices); maintain and update REEI website; create web presence for REEI-sponsored conferences; maintain listservs for REEI faculty, students, K-12 teacher colleagues, general public; recruit, coordinate, and edit submissions for REEI electronic newsletter (published twice a year); assist with layout of electronic Hungarian Studies Association newsletter (4 times/year); assist with layout of 2-page Balkan Beat (newsletter for the McCloskey Fund); maintain REEI Facebook page; disseminate notices of REEI-sponsored programming through social media (Facebook, Twitter, Snapchat, etc.); other duties as assigned.

**Required Qualifications:** Experience and competence in web design and maintenance; strong written and oral communication skills; familiarity, skill, and comfort in using social media platforms; editing skills and experience; strong attention to detail; publishing experience.

**Preferred Qualifications:** Facility in one or more Russian/East European languages, knowledge of Russian and East European area studies.

REEI OUTREACH ASSISTANT

**Job Summary:** Orders, catalogs, promotes, circulates AV materials and books in the REEI Outreach Collection; collects and enters data on outreach activities and enrollments for evaluation and reports to Department of Education; facilitates intake and orientation to the university of REEI-sponsored visiting scholars from abroad who will contribute to REEI outreach activities as presenters and consultants; co-writes articles about REEI outreach activities for REEI newsletter and website so as to inform K-16 in-service and pre-service teachers about REEI resources for teacher-training; plans and implements REEI craft activities at 2-4 K-12 international fairs annually; creates paper and web-based announcements for on-campus REEI programming; records on-campus REEI programming for dissemination on the web; prints up individualized certificates of achievement for ACTR Olympiada of Spoken Russian middle and high school contestants, packs certificates and medals for mailing to teachers at Olympiada participating schools; maintains school-by-school, region-by-region records of Olympiada competitions; assists REEI Outreach Director and faculty in formatting and creation of materials to be used in outreach presentations to K-12 students/teachers; other duties as assigned.

**Required Qualifications:** Superior oral and written communication skills (in English), ability to work effectively with diverse array of faculty, students, and the general public; aptitude for and experience with design of promotional and educational materials (print and web-based); strong attention to detail; strong organizational and multitasking skills including ability to manage multiple tasks in a timely and accurate manner; working proficiency in Russian; background in Russian/East European area studies; proficiency in Microsoft Office Suite including Word, Outlook, PowerPoint, and Excel.

**Preferred Qualifications:** Valid driver’s license with the ability to be insured by Indiana University; facility in a second Eastern European language (apart from Russian); study/work experience in Russia/Eastern European language; knowledge of and experience in using IU systems (including but not limited to KFS, UHRS, Travel Management, Purchasing); experience in website management and social media outreach; history using the Adobe Suite or other similar software in the design of promotional materials.
REEI CURRICULAR DEVELOPMENT ASSISTANT

Job Summary: Assists REEI senior staff in enhancing and expanding REEI undergraduate academic engagement to include a Certificate (minor “plus”) program and a 4 + 1 BA/MA program in Russian/East European area studies; assist with implementation of course initiatives, such as pathways for undergraduate students in REEI courses to develop outreach and instructional materials for K-12 constituents; under guidance of senior staff, partner with regional K-12 social studies teachers to develop curricular materials for use in teaching about Russia and Eastern Europe; other duties as assigned.

Required Qualifications: PhD candidacy in education, humanities, or social science discipline with strong interdisciplinary background and interest in Russian and East European area studies; undergraduate and/or K-12 teaching experience; strong oral and written communications skills; ability to work effectively with diverse array of university faculty and students, K-12 teachers and students; proficiency in Microsoft Office Suite including Word, Outlook, PowerPoint, and Excel. Must be eligible to enroll in G901 for Fall 2019 and Spring 2020.

Preferred Qualifications: Experience in teaching Russian and East European area studies in a pre-college or post-secondary institutional setting; facility with website design and maintenance; knowledge of Russian.

APPLICATION MATERIALS NEEDED:

- Graduate Assistantship Application Form (see below)
- Names and contact information for three references. At least two of the references should address the applicant's ability to meet the demands of the GAship.
- Current transcript of IU graduate work (may be UNOFFICIAL transcript)
- Current C.V./resume
- Sample of writing (350-500 words)
- In addition to sample of writing (above) a statement of 1000 words or less describing educational goals, career interests and plans, and applicants experiences with any of the following:
  - writing and editing (newsletters, reports, etc.)
  - computer experience (programs, web, etc.)
  - office skills (phones, copy machine, etc.)
  - presentations (lectures, meetings, etc.)
  - organizational skills
  - knowledge of library materials
  - languages and level (reading, writing, oral)
  - overseas experience
GRADUATE ASSISTANTSHIP APPLICATION FORM:

Complete and return this form to the Russian and East European Institute, Indiana University, Global and International Studies Building 4028, Bloomington, IN 47405 (or scan and submit in email attachment to martrott@indiana.edu).

Name: ___________________________________________ Applying for: 20__-____ (academic year)

Local Address (including zip code):

________________________________________________________________________________________

Phone Number: ___________________________ E-mail: ___________________________

Home Dept.: ________________ Date of Admission to Doctoral Candidacy: ____________
(if applicable)

Previous IU Grants, Assistantships, Fellowships and other financial aid (indicate dates): ______________
________________________________________________________________________________________

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SIGNATURE: ___________________________ DATE: ___________________________