The Fulton Public Humanities Program Committee now accepts applications for the position of Graduate Assistant for the Academic year 2017-2018 (non-renewable). Applications will be accepted up to **May 1st** and decisions will be communicated to applicants before the end of the Spring 2017 semester.

**How to apply:** send a letter of intent and a CV or resume to Dr. Carayon at cxcarayon@salisbury.edu. Your letter should specifically address how this assistantship would contribute to your graduate career and pre-professional development, and what qualities you think you would be bringing to the position (what makes you a good candidate).

**About the program and assistantship:** The Fulton Public Humanities Program (FPHP) exists to support, organize, and develop academic programs and events that promote public awareness and understanding of marginalized groups, moments, and events in history (up to the present). It provides opportunities for programs that possess curricular and academic value in the recovery, commemoration, and study of human experience in all its complex diversity using the unique methods and core perspectives of the Humanities. For more information about our mission and a list of past and upcoming events, please visit: <http://www.salisbury.edu/history/public-humanities.html>

The GA-ship comes with **tuition remission and a stipend (c.$4,200/semester).**

The Public Humanities assistantship provides graduate students in History with the opportunity to gain experience in a number of areas related to **public history** event creation, organization, promotion (marketing), and community outreach. The graduate assistant is expected to complete tasks as requested by the public humanities committee and by the professors in charge of the individual events for each “months,” as the need arises. The Graduate assistant reports primarily to the Director of the Graduate Program in History via email and in person, through regular meetings but may be asked to complete specific projects by other members of the committee. The committee welcomes input and ideas from the graduate assistant, who is encouraged to develop an individual project or event in line with the program’s mission during his/her tenure.

**Graduate Assistantship Duties:** 20 hours/week

The work hours for this GA-ship are flexible and do not require to be present on campus for all twenty hours each week; access to a good internet connection and prompt responsiveness to inquiries from the committee are essential. The GA is expected to attend all meetings of the FPH committee, and keep careful minutes of the meetings. The GA also attends and provides logistical support during all events sponsored by the program (the GA should be prepared to be available during evening and sometimes weekend events). Individuals who demonstrate ability to take personal initiatives, work independently, and be a reliable resource for members of the committee are particularly well-fitted for this position.

Here is a list (non-exhaustive) of some of the duties the GA might be asked to complete:

* **Administrative Support:**
* Attend all meetings of the Public Humanities Committee
* Meet with the Director of the Graduate Program in History monthly or more often as needed
* Maintain Minutes of the committee meeting and send them to members
* Maintain a Calendar of events and “due dates” for important administrative paperwork related to the events
* Respond to email inquiries about programming
* **Marketing and Promotion:**
* Maintain and regularly update the webpage for the Public Humanities project and/or for individual Heritage/History months
* Design posters in conjunction with Publications office- Place posters around campus
* Create and update social media pages to promote events and programs (Facebook, Twitter, etc)
* Send press releases and proofread content of press releases as they come from PR department
* Write newsletter update for Fulton Exchange
* Write article for SU News
* Maintain press clippings folder about all heritage months events
* Write promotional and/or summary articles about events for local or campus newspapers
* **Additional Events**:
* Conceptualize, create, and promote additional student-led events in relation with celebrations (exhibits, Blackwell display, etc)
* Maintain and update Bulletin board on public humanities/gender studies (in Holloway Hall)
* Make suggestions about possible activities/programs to promote minority history.
* Consider presenting result of assistantship experience at SUSRC
* **During Heritage/History months:**
* Provide assistance and logistical support for guest speakers’ visits (campus tours, walk to and from locations on campus, presence at lunches and dinners, etc)
* Be present early on day of event to ensure set-up of room, catering, etc.
* Continue promotion on and off campus
* **Best practice research:** produce a report on similar heritage/history months programs in peer schools and at leading universities- gather ideas for new types of events/programs (due end of spring)