Positions for Graduate Students:
Interdisciplinary Histories Research Cluster (IHRC) Student Engagement Associate

Three positions are available:
2 in Summer 2020: Applications due May 15; Start date: June 1
1 in Winter 2021: Applications due July 1; Start date: August 15, 2020

Job Information

Classification Title: Graduate Research Assistant

Title: Interdisciplinary Histories Research Cluster (IHRC) Student Engagement Associate

Department of Appointment: Asian Studies

Job Summary

This position builds the graduate student and faculty community for the Interdisciplinary Histories Research Cluster (IHRC) at UBC, encouraging community engagement, pedagogical innovation, and intersection with the arts, and provides support to the Cluster.

Position details:

June-August 2020 positions (2):
$25 per hour, up to a total of 120 hours, or $3000 from June 1 to August 31, 2020. Hours per week variable, all remote.

Winter 2020, 1 position:
$25 per hour, up to a total of 300 hours, or $7500, from August 15, 2020 to April 15, 2021. Hours per week variable, in accordance with Cluster activities; some weekend and evening work will be required. Work will proceed remotely until physical distancing requirements end.
**Organizational Status**

This position reports to the Lead and Co-Lead, of the IHRC, with guidance from the IHRC Steering Committee.

**Responsibilities:**

The main responsibilities of this position are to build the Cluster's graduate student and faculty network and activities, and to work with participating faculty and graduate students to support the integration of community engagement and the arts, film, and literary practice in faculty and graduate student research.

The Trainee will:
* Develop the Graduate Student and Faculty Membership for the Cluster (entirely remotely/online at first).
* Assist with general communications, and communications with faculty and particularly graduate students. This includes managing content on the IHRC website and social media and online promotions of IHRC activities, interests, and events.
* Convene and coordinate a Graduate Student Steering Committee for the Cluster, with Cluster Leadership; this will function remotely until Covid-19 physical distancing is fully suspended.
* Interface as needed with allied initiatives on campus, such as the Public Scholars Initiative and the Public Humanities Hub.
* Facilitate graduate student participation in the development of Cluster activities.
* Work with Cluster Leadership to develop activities/events with faculty and graduate student input/participation in keeping with Covid-19 physical distancing measures.
* General support for the Cluster, coordinating among workshops and events, working with additional student support. Workshops and events will not take place in Summer 2020; this component will continue when physical distancing ends.

**Consequence of Error/Judgment**

While the work associated with this position can be of a complex nature, tasks are assigned by Lead, Co-Lead, and Steering Committee. The Trainee plans and schedules his/her own work in accordance with project requirements and must track hours with care.

Careful judgement required in the planning/scheduling of events and activities. This requires effective communication and frequent "check-ins" with the IHRC Lead, Co-Lead and/or Steering Committee, or members of the Cluster who are directly overseeing particular events/activities. This is co-ordinated with the IHRC Lead and Co-Lead.

**Education/Work Experience**

Incoming or existing graduate student status at UBC

Experience with project management and/or event management.
Experience with outreach and/or community engagement.

Skills

- attention to detail
- ability to work with people individually and in groups
- event planning and management
- project coordination skills
- ability to work independently and in accordance with project standards
- skills in Wordpress, Excel, Microsoft Word
- ability to work with social media and develop on-line resources/websites
- acts effectively on feedback on work in progress.

Application details:

Please submit your CV and a cover letter defining clearly the position you are applying for (if you are applying for both the Summer and Winter positions, please indicate this in your letter; two applications are not necessary). In your letter, please highlight relevant experience and how you would contribute to the IHRC in the position you apply for. Please also provide contact information for a reference we can email (your supervisor, or someone else familiar with your work).

Applications for the S2020 positions due May 15, 2020 by 5 p.m. to Professor Anne Murphy, anne.murphy@ubc.ca. Applications for the W2020 position are due on July 1, 2020 at 5 p.m.

The Interdisciplinary Histories Research Cluster brings together scholars from diverse disciplines to work collaboratively on projects that explore our shared and contested pasts, and their implications for the present. It is a grass-roots initiative, seeking to enable research to arise from diverse locations, in diverse modes, across UBC. It is funded through the Office of the Vice President for Research and Innovation, through the Grants for Catalyzing Research Clusters (GCRC) program.