

REQUEST FOR APPLICATIONS

Taft Research Center Interdisciplinary Humanities Graduate Assistantship

The Taft Research Center at UC is seeking two students to work full-time (20 hours per week) as Interdisciplinary Humanities Graduate Assistants for the 2025/2026 academic year (fall and spring semester, summer possible).

Taft Interdisciplinary Humanities Graduate Assistants (IHGAs) will support the activities and programming of the Taft Research Center. They will work closely with the Taft Director, Program Director, and Postdoctoral Fellows, supporting a variety of key initiatives. New for 2025/2026, the IHGA Program offers students a unique experiential learning opportunity to gain experience in the humanities, humanities and academic programming, research, and mentorship, while making meaningful contributions to the development of new initiatives. Successful applicants will also advance their communication, event management, community engagement, and group leadership skills. IHGAs will interact with individuals from across 15 Taft-eligible units in the humanities and social sciences, and beyond, offering an opportunity to engage with others beyond their discipline, including the broader public.

Expectations

Taft IHGAs are expected to work two (2) full workdays and one half-workday per week, for the duration of the academic year (August 25 to December 5, 2025, and January 12 to April 24, 2026). The following duties will be split between two students:

- Attend weekly Taft Colloquia of Center, Dissertation, and Postdoctoral fellows;
- Attend biweekly Thematic Events committee meetings, take notes, circulate minutes, and execute administrative tasks as requested;
- Contribute to graduate student career development initiatives, among other duties;
- Organize and provide administrative assistance for Summer Research Institutes;
- Provide support for Undergraduate Research Mentorship program;
- Assist with research for the center, including historical research, implementing and running program assessments, and benchmarking programs;
- Support faculty in preparing research seminars, developing and executing writing programs, workshops, and launch new programs including Summer Research Institutes and a new Undergraduate Research Mentorship program.
- Support searches for new grant opportunities for faculty and students, and help execute grant writing sessions.

The assistantship carries a full University Graduate Scholarship through the student's home department (contingent upon successful negotiation with the college), as well as a stipend of \$21,630 for the academic year.

Eligibility & Application

Advanced graduate students in good academic standing, in programs offered by Taft-eligible units who have approval from the Graduate Program Director of their unit may apply. Preference will be given to students who have completed their coursework requirements. Performance reviews will occur every six months; reappointment is contingent upon satisfactory performance review.

To apply, please assemble the following materials into a single PDF, and send as an attachment to Taft@uc.edu:

1. A cover letter expressing interest in the position, highlighting any relevant experience in planning and supporting academic events and programs, and how you see this opportunity augmenting your professional advancement (500 word maximum);
2. Curriculum Vitae;
3. A research statement, outlining your research interests and their alignment with the position (500 word maximum);
4. The name of a faculty member writing in support of the application. Their letter should include an overview of your advancement in the academic program, and any details on how you have supported the program through various functions (500 word maximum).
5. If the faculty member writing in support of your application is not the Graduate Program Director (GPD), please have them submit a letter stating that they support your application to this position and will negotiate with the college for UGS (tuition) support.

Applications should be sent to Taft@uc.edu no later than April 14, 2025.