2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: HIST2 - Program Coordinator and Research Assistant
Global South Colloquium

DEPARTMENT NAME: History

CONTACT NAME: Dr. Neilesh Bose

JOB DESCRIPTION:
The Program Coordinator and Research Assistant of the 2020-21 Global South Colloquium, based in the Department of History, will serve as coordinator for visiting lecturers and programs sponsored by the Colloquium during the academic year. The bulk of the activity will include managing the advertising, communications, and documentation of two visiting scholars in Fall 2020, who will deliver talks via Zoom to an audience of Dr. Bose’s world history seminar, but opened to guests outside of the seminar by invitation. The coordinator will work with Dr. Bose regarding the execution of those visits. The coordinator will work closely with Jonathan Woods, CAPI Communications Coordinator, as CAPI hosts the web archive of Global South Colloquium events. The coordinator will prepare a brief annual report, including a description and a budget statement. The Program Coordinator and Research Assistant in global history will also prepare an annotated bibliography with corresponding bibliographic essay about “Migration, Labor, and the Indian State in Covid-19” project. This annotated bibliography will include assessment of sources (online in the main but print sources if libraries are open) relating to the history of migration, disease, and the regulation of borders in South Asia with a focus on India. Required to attend training sessions in digital humanities regarding map-making and meet (remotely or in person) with the supervisor on a regular basis.

QUALIFICATIONS:
The ideal candidate will be an upper-level undergraduate or graduate student with experience in administrative duties, including composing emails, designing posters, managing a listserv and database, and assisting with hosting visiting scholars. As events will be conducted via Zoom, the ideal candidate will hold experience in managing virtual events. Experience in Microsoft Word, Excel, Power Point, and Publisher is required and basic web skills are recommended. Willingness to learn and adapt to new settings essential for the position. Experience conducting research in history or comparable social science field (political science, sociology, anthropology). An interest in global histories of migration and borders is a benefit, though not required. Must hold experience preparing and writing annotated bibliographies and will demonstrate excellent overall research and academic writing skills, familiarity with online research databases, and a background in or willingness to learn about digital humanities.

JOB LOCATION ON-CAMPUS: Remote, but regular meetings with supervisor online or in
WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $4.50/hour from Account #25399

HOURS AVAILABLE: 110 hours

HOW TO APPLY: Cover letter and resume by email to nbose@uvic.ca

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php