

# MAGID CENTER SUMMER WRITING GRADUATE ASSISTANTSHIP

The [Iowa Summer Writing Festival](#), housed in the [Magid Center for Writing](#), is accepting applications for a 50% summer Graduate Assistantship. For this eight-week position (June 2-July 28, 2025), we are looking for a motivated, detail-oriented individual interested in joining our team to help prepare for and deliver a public-facing creative writing conference. The position involves high-volume public contact/interaction with a diverse audience of adult learners. The candidate should be comfortable with hosting events, public speaking, and providing basic computer and classroom tech support to campus visitors. An ability to adapt to changing assignments and priorities as needs dictate and an ability to model and maintain positive interpersonal skills are required.

There will be some flexibility with hours, but the candidate must be able to commit to the following days/times/specific duties when the Festival is in session:

- 4 Sundays evenings: 6/15, 6/22, 7/13, 7/20 (registration/orientation)
- 4 Monday afternoons: 6/16, 6/23, 7/14, 7/21 (classroom technology support)
- 4 Wednesday evenings: 6/18, 6/25, 7/16, 7/23 (host participant Open Mic)
- 4 Thursday evenings: 6/19, 6/26, 7/17, 7/24 (event support)
- 2 Saturday mornings: 6/21, 7/19 (registration/orientation)
- 2 Sunday lunches: 6/22, 7/20 (event support)

This is a 20-hour per-week position that includes nights and weekends. Previous experience with event planning/conferencing is highly desirable. In a collected PDF, interested candidates should upload a statement of no more than 500 words outlining their interest in the position, their career objectives, and how this role will contribute to their professional development, in addition to a two-page CV.

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