

MAGID CENTER

WRITING GRADUATE ASSISTANTSHIP

The [Magid Center for Writing](#) was established in 2011 through a gift from Marilyn Y. Magid and family, in the name of the late Frank Magid, who believed that writing was a key component of a liberal arts and sciences education and a successful career. The Magid Center takes seriously its mission to offer all undergraduate students at the University of Iowa (regardless of major or area of study) the unique opportunity to enhance their academic, creative, and professional communication skills by focusing on the written word.

The graduate assistant (GA) for the Magid Center for Writing will offer outreach and promotional support for various programs and endeavors across multiple platforms. Specifically, the GA will be responsible for:

- Writing/publishing the Magid Center's bi-weekly interdisciplinary newsletter, *The Word*. Duties will include:
 - Curating the newsletter in MailChimp or Dispatch based on information sent to them from the Magid Center director and campus partners.
 - Researching writing-related events, internships, and other opportunities that could be included in the newsletter.
 - Generating graphics as needed for promotion/inclusion in the newsletter.
 - Preparing student/faculty/staff features to include in the newsletter.
 - Knowing and meeting all deadlines; namely,
 - submitting draft 1 to the Magid Center administrator for review by noon the Thursday before publication.
 - submitting draft 2 for review by noon the Friday before publication.
 - scheduling the finalized newsletter to be emailed to proper mailing lists at 10:00 a.m. every other Tuesday.
- Organizing the Magid Center Visiting Writer-in-Residence Program and "Literary Coffee Talks", which involves:
 - Working with the Magid Center director to select potential visitors.
 - Scheduling visits.
 - Professionally corresponding with authors/agents/fellow UI colleagues.
 - Promoting events across campus, on social media, and in *The Word* newsletter.
- Communicating with other Magid Center programs (the Iowa Summer Writing Festival, the Iowa Young Writers' Studio, and the Iowa Youth Writing Project) about promotional needs and cross-promotional opportunities.
- Researching and designing annual report and supplemental student impact reports.
- Other duties may include:
 - Overseeing and creating content for Magid Center social media channels (Facebook and Instagram), including:
 - Student spotlights
 - Interdisciplinary course promotion
 - Sharing of relevant writing-related events and opportunities from across CLAS

The GA will work 20 hours per week. Office space will be provided, as will necessary technology. A more detailed breakdown of the expected hourly responsibilities is as follows:

- Creating and distributing the Magid Center's newsletter, *The Word*, and generating graphics to post/include as needed (8 hours each week)
 - Researching and drafting reports (2 hours each week)
 - Planning visiting writer events and "coffee talks" (4 hours each week)
 - Other Magid Center administrative tasks as needed (6 hours each week)
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