

MAGID CENTER

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, 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:

- Four Sunday evenings for registration/orientation (June 16, June 23, July 14, July 21)
- Four Mondays for printing, technology, and classroom support (Jun 17, June 24, July 15, July 22)
- Four Wednesday evenings to host participant Open Mic (June 19, June 26, July 17, July 24)
- Three Saturday mornings for registration/orientation (June 22, July 20, July 27)

This is a 20-hour per-week position that includes nights and weekends. Previous experience with event planning/conferencing is highly desirable. Interested candidates should submit a résumé and a cover letter that details why they are interested in this position and what relevant experience they have.
