

AMERICAN HISTORICAL ASSOCIATION

POSITION DESCRIPTION

TITLE: Mellon Post-Doctoral Fellow from the University of Notre Dame

SUMMARY: The AHA invites a Notre Dame 5+1 postdoctoral fellow whose work at the Association would depend upon that individual's interests and skills. Because the AHA's activities are wide ranging, including both ongoing activities and major grant programs, the possible scope is broad, including data curation and analysis (by a Sociology Ph.D. for example), reporting and writing for digital and print publications, marketing/communications, and just about any work that takes place at a scholarly society. The Fellow will learn about the world of academic associations, from scholarly societies to other kinds of advocacy work that takes place in Washington. With **nine of nineteen** staff members holding a Ph.D. in history or a related discipline, and three more with MA's, the AHA offers an intellectually stimulating environment as well as opportunities for a variety of work experiences relating to higher education, public humanities, publishing, and nonprofits.

PRIMARY RESPONSIBILITIES/ESSENTIAL FUNCTIONS MAY INCLUDE:

- Develop, edit, and write articles for the AHA's monthly newsmagazine *Perspectives on History* regarding issues of interest to members of the discipline. Topics might include teaching, research, professional, and policy concerns. The Fellow will work with the magazine's editors to develop editorial skills and experience.
- Contribute content for the AHA's website and social media outlets.
- Support the AHA's ongoing data collection relating to education, scholarship, and careers in history. Work includes designing and deploying survey instruments, analyzing results, and implementing long-term strategies for data collection and management.
- Assist with the AHA's Career Diversity for Historians initiative, including coordinating publicity efforts, supporting AHA's Career Contacts program, and helping to administer other aspects of this grant-funded program.
- Contribute to the AHA's BA in History project by collecting information and creating resources on the value of a history BA. Help to promote these materials to history graduates, potential majors, faculty, employers, parents, journalists, and career centers.
- Assist with the development and planning of the Annual Meeting program, including content management, and editing. Work with the staff and Program Committee to develop and market meeting content. Work with AHA staff at the Annual Meeting, the largest annual gathering of historians.
- Write marketing content for membership recruitment and development efforts.
- Assist AHA staff during bi-annual meetings of AHA Council, supporting the decision-making process of a non-profit governing board.
- Participate in the staffing of AHA committees such as the Committee on Minority Historians, the Committee on Women Historians, and the Committee on LGBTQ Status in the Profession

Location: The Fellow will be based at the AHA's headquarters in Washington DC.

Start Date: August 2017

End Date: May 2018

Time Commitment: Negotiable, but a minimum of 15 hours per week and a maximum of 35.

Compensation: The College of Arts and Letters will provide a stipend supplement to help offset the cost of living in Washington DC.

Qualifications: Applications are invited from PhD graduates in any discipline. This fellowship is not limited to History PhDs.

Application Information: Applications should include a cover letter detailing the applicant's specific interests and abilities, a CV or resume, and a list of three references. Applications should be submitted via Interfolio at <http://apply.interfolio.com/40310> by **March 20, 2017**. Applicants may be contacted for an interview by phone or Skype.