

Graduate Writing Fellow

Position

Title	Graduate Writing Fellow
School	Faculty of Arts and Sciences
Department/Area	Graduate School of Arts and Sciences
Position Description	<p>The Center for Writing and Communicating Ideas of the Harvard Graduate School of Arts and Sciences (GSAS) seeks to provide GSAS students with the means to enhance the clarity and depth of their written and oral communications. The Center offers individual consultations, peer review groups, dedicated writing space, workshops, and other programming to support registered GSAS students at all stages of their careers.</p> <p>While we will accept applications from individuals with PhDs in the Social Sciences and Humanities, we are especially seeking individuals PhDs in the Natural Sciences with impeccable communication skills who can contribute to the programming of the Center by assisting students with writing and communication projects, primarily through individual consultations. Fellows will also work with faculty and administrators in their area of expertise for students, and create innovative programming in the form of events and workshops.</p>
Basic Qualifications	<p>Applicants must have already successfully defended their doctoral dissertations in order to be considered for the position.</p> <p>Strong written and oral communications skills, and demonstrable success in writing, publishing, and presenting academic work. Experience in advising, teaching, and providing feedback.</p>
Additional Qualifications	<p>Expertise in English as a second language and working with non-native English speakers is desirable. ELS certification and experience is a plus for candidates. Ability to build relationships with students and connect discipline-specific communication to graduate students' academic and career goals. Ability to work collaboratively with students, faculty and administrators in delivering academic support programs. Excellent organization skills and ability to plan and prioritize tasks and projects. Flexibility, openness to innovative pedagogy, and responsiveness to student needs. Strong service-oriented individual.</p>
Special Instructions	<p>This is a postdoctoral fellowship with annual renewal for a maximum of two years.</p> <p>Fellows must be in residence in the Boston area for the year. Fellows will be responsible for attending regular training and planning sessions throughout the year. To be considered for the position, please send your applications by 11:59 pm on Friday, June 7, 2019. (Late applications will not be accepted).</p> <p>The following documents are required:</p> <p>(i) a cover letter describing your qualifications, reasons for your interest in the position, and long-term goals (ii) a curriculum vitae, (iii) names and contact information for three individuals who will serve as references, and (iv) a research article of no more than 25 double-spaced pages in 12pt font with one inch margins.</p>
Contact Information	<p>Sarine Der Kaloustian Assistant Director of Administration Harvard Graduate School of Arts and Sciences Richard A. and Susan F. Smith Campus Center 1350 Massachusetts Avenue, Suite 350 Cambridge, MA 02138</p>
Contact Email	<p>sarine_derkaloustian@fas.harvard.edu</p>
Equal Opportunity Employer	<p>We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.</p>
Minimum Number of References Required	<p>3</p>
Maximum Number of References Allowed	<p>3</p>

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents
1. Curriculum Vitae
2. Cover Letter
3. Writing Sample 1
Optional Documents