Mellon Humanities Program Coordinator – Part Time

The Mellon Humanities Pathways program at Emory seeks a highly motivated and detail-oriented Emory graduate student to coordinate all facets of our Alumni Connections Speaker Series.

Mellon Humanities Pathways is a faculty-driven initiative designed to highlight the many ways in which undergraduate studies in the humanities can lead to fulfilling career pursuits across a variety of fields. During the 2023–2024 academic year, the Humanities Pathways Alumni Connections Zoom series will resume and feature Emory alumni, students, and faculty gathered to discuss the value of a humanities degree. Alumni Connections virtual panels are department- or program-specific events that convene several alumni and a faculty moderator for a live Zoom conversation with students. Panels are curated through a combination of faculty recommendation and panelist research in consultation with colleagues from Oxford College and Emory College Advancement & Alumni Engagement.

Compensation is $20.00 per hour for up to 20 hours during the 2023-2024 academic year. The ideal candidate will be able to start immediately and can set his/her/their own work schedule in consultation with Humanities Pathways staff.

Position Responsibilities:

- Liaise with department faculty to determine priorities and goals for each discussion panel.
- Work closely with Alumni Engagement on both the Oxford and Atlanta campuses to research and find alumni participants for each department panel.
- Conduct alumni outreach to secure participants for each event.
- Manage all logistical elements related to organizing, hosting, and advertising each panel event.
- Prepare program related presentations to share at Humanities Pathways faculty workshops and other outreach events.
- Supervising student workers involved in video editing of recorded discussions.

Desired Skills/Qualifications:

- Currently enrolled graduate student at Emory University.
- Solid Interpersonal skills and a demonstrated ability to work across teams and groups.
- Strong organizational and time management skills with attention to detail.
- Highly motivated, self-starter able to work independently with minimal supervision.
- Experience in designing flyers and managing social media accounts a plus.
- Background in the humanities or social sciences strongly preferred.

If interested, please send a resume and cover letter to Dominique Thiers Schmidt at dthiers@emory.edu.