

Call for Applications

for ABD graduate students

The Center for the Study of Social Difference [CSSD] is looking for **two ABD graduate students** to join the CSSD Business Office for at least **one academic year**. We are searching for applicants interested in a cross-disciplinary approach to issues of social difference locally and globally. CSSD works across the University to support faculty Working Groups and social engagement projects that foster ethical and progressive social change. To learn more about CSSD, please visit <https://www.socialdifference.columbia.edu/>

Candidates can develop administration skills by working closely with the CSSD staff on Center operations and project management. They should expect to commit **10 hours per week** to their roles at the Center.

ADMINISTRATIVE COORDINATOR RESPONSIBILITIES:

- Events Coordinator: Primary responsibilities include organizing Working Group requests for meetings, events, and travel
- Communications Coordinator: Primary responsibilities include preparing CSSD communication for the newsletter, social media, blog, and annual report

ADMINISTRATIVE COORDINATOR PAY:

The administrative coordinator roles offer an expected **total pre-tax salary of \$5K/semester** (assuming 10 hours per week). It will be paid out hourly through the casual student administrative worker position, or 'additional compensation' if holding a Student Officer position simultaneously. The application deadline is **May 3, 2024**, with qualified candidates contacted or interviewed on a rolling basis. Apply early for the best opportunity for consideration. The start date is Monday, Sept. 2.

TO APPLY:

Applicants should email CSSDassistant@gmail.com the following information by **May 3**. Please include CSSD Coordinator Position in the Subject line.

- CV and cover letter
- 1-2 paragraphs describing your interest in working with CSSD, your administrative experience, and expected commitments for the September 2024 – June 2025 term
- Name and contact information for three references