Call for Applications: Diverse Careers Associate (Graduate Students Only)

CSWGS invites applications for a one-year predoctoral fellowship, open to advanced students in the graduate certificate program. The successful applicant will develop and implement programming for current graduate students considering non-faculty careers inside and outside the academy and will work closely with our Staff Associate Director and our community partners group, the Partners of the Center (POC).

Applicants must be in the CSWGS Certificate Program and able to commit to work 6 to 10 hours a week between September 28, 2023 and May 10, 2024. Preference will be given to those who can also commit to work over the summer of 2024. Compensation begins at $18 per hour.

Responsibilities
The Diverse Careers Fellow will:

• develop and execute programming that brings interested graduate students together with potential mentors beyond the academy, many of whom are donors to CSWGS;
• facilitate occasional workshops with outside consultants to help graduate students translate academic skills into broader employment contexts;
• steward the Graduate Summer Experience Fellowship for 2024;
• help graduate students establish an online presence on platforms like LinkedIn;
• email job calls and skill-building opportunities to graduate students.

Benefits
The position will:

• develop translatable skills in working with donors, producing public-facing programming, and data management;
• introduce the Fellow to local contacts in a range of fields;
• provide mentorship for completion of the dissertation;
• deepen the Fellow’s connection to the SWGS community.

Application
Candidates should send their applications to Brian Riedel (riedelbs@rice.edu) by 5pm on August 21, 2023. Applications should include:

• a cover letter (no more than 2 single-spaced pages) outlining their interest in and qualifications for the position, describing other sources of support for the 2023-2024 academic year, and including a proposal for a program/event the candidate would like to put in place;
• a brief letter (no more than 2 paragraphs) from the candidate’s advisor supporting the application and describing the candidate’s fit for the position and relation to their degree plan;
• an up-to-date c.v.

Finalists for the position will be interviewed within 1 week of the deadline.