



Graduate Research Assistant

TYPE: Mid-Level Researcher
LEVEL OF EFFORT: Full Time – 1 year with 4 option years
LOCATION: Client site: Pentagon, Ft. McNair, or Ft. Belvoir

ABOUT

McColm & Company (McCO) is a mission-driven impact consulting and cross-cultural advisory firm that works to help our clients achieve sustainability. We work in three main sectors: national security, international development, and impact investing. Our core capabilities include program management, research and analysis, and training and facilitation services. We serve governments, institutions, civil society, businesses, and investors.

DESCRIPTION

McColm & Company has an urgent need for an experienced researcher specialized in military history to lead a research project that McCO anticipates to conduct with the U.S. Army Center of Military History.

The mission of the U.S. Army Center of Military History (CMH) is to accurately collect, preserve, interpret, and express the Army's history and material culture to more broadly educate and develop our force, the military profession, and the nation. The Histories Directorate researches, writes, and publishes historical books and monographs.

Graduate research assistant support services to Histories Directorate include conducting archival research for book projects, creating bibliographies, reviewing footnotes for proper content and format, gathering and captioning illustrations, creating indexes, and researching and writing short monographs. Services to Field Programs Directorate include assisting with preparation for and conduct of oral histories, researching and preparing lineage and honors certificates, researching and writing information papers, and answering historical inquiries. Services to Museums Directorate include researching the history related to artifacts and developing written content in support of museums exhibits. Graduate research assistant support also includes researching and writing historical content for Army History magazine and the CMH web site, and providing support to commemorative programs.

RESPONSIBILITIES

- Conduct historical research and provide supporting materials for assigned writing projects, to include reference inquiries, information papers, short monographs, and articles for Army History magazine.
- Analyze historical material and develop lineage and honors certificates for Army units.
- Provide general administrative support to include using Microsoft Office programs such as Word and PowerPoint.
- Create historical summaries or gather historical images, documents and other materials for inclusion on the CMH website.

- Assist in arranging and conducting lectures, conferences, or other public presentations, to include commemorative activities.
- Conduct archival research, create bibliographies, review footnotes for proper content and format, gather and caption illustrations, and create indexes for CMH book projects.
- Conduct research and write material supporting specific artifacts or for inclusion in museum exhibits.
- Assist in preparation of oral history interviews with current and former Army officials by researching primary and secondary sources to develop appropriate questions; formatting, editing, and revising transcripts; and ensuring transcripts and audio recordings are properly accessioned into the oral history archive.
- Deliver monthly progress reports to provide status of workload progress.

QUALIFICATIONS

- A current PhD student in history is preferred – special focus on military, diplomatic, American, or another field relevant to Army history is preferred
- Significant background and experience in history of the United States’ national security policy, conflicts, or military forces/DOD, as evidenced by courses taken or research projects
- Demonstrated experience in conducting research in major archives
- Effective communication skills, as evidenced by writing projects, such as a master’s thesis or graduate level research papers
- Effective public speaking experience as evidenced by presentations at scholarly conferences or work as a teaching assistant

PLACE OF PERFORMANCE

Work will be performed at the client’s site – either the Pentagon, Ft. McNair, or Ft. Belvoir – during normal business hours. McColm & Company is based in Washington, D.C.

APPLY

Interested candidates should submit their applications immediately as this is an urgent and time sensitive requirement. The following information should be submitted via email to Ms. Nina Bajramovic at nina.bajramovic@mccolmandco.com

- Detailed CV
- Salary or hourly rate requirements