

**Position Description: Project Assistant, *Legacies of American Slavery* Initiative
(posted: September 16, 2021)**

The Council of Independent Colleges (CIC) seeks a part-time project assistant to support digital communications and project management for *Legacies of American Slavery: Reckoning with the Past*, a national network of smaller private colleges designed to deepen public understanding of the many legacies of slavery and the continuing impact of slavery on American society and culture. This is a one year contract position, with the possibility of annual extensions through spring 2024. The position is designed for a graduate student or recent graduate degree recipient in an appropriate field of study (see below). The successful applicant will begin as soon as possible (fall 2021).

About the Initiative

Seven CIC member colleges and universities have been selected to serve as regional coordinating hubs (Regional Collaboration Partners), each focusing on a particular legacy of slavery that has both national and regional significance. Over the next three years, each Partner institution will collaborate with other colleges and universities, community-based and national civic organizations, and K–12 schools, to pursue projects in the three broad areas of research, curricular development, and public engagement. CIC provides planning support, professional development opportunities, and a platform to promote and disseminate the distributed activities undertaken by the Partners and other institutions. The initiative is funded by the Andrew W. Mellon Foundation and is being administered in partnership with the Gilder Lehrman Center for the Study of Slavery, Resistance, and Abolition (GLC), part of the MacMillan Center at Yale University. For more information, visit www.cic.edu/LegaciesofSlavery.

Position Description

The Project Assistant will work with the CIC staff to showcase and promote the *Legacies of American Slavery* network. The Project Assistant will be engaged as an independent contractor and receive a flat monthly fee, with the expectation of 10–15 hours of work per week on a flexible schedule. Although most of the work will be completed remotely, candidates in the greater Washington, DC, area are strongly preferred; frequent meetings at the CIC office in downtown Washington are required, with potential travel to programs in New Haven, CT, and elsewhere.

Primary responsibilities:

- Contribute to the development and implementation of an integrated communication strategy across several platforms (including the existing CIC website, a new blog, a public database of resources, and appropriate social media). This will include the curation, editing, and posting of content in multiple formats.
- Help maintain a calendar of *Legacies* network activities offered by CIC, the GLC, and participating colleges and universities.
- Work closely with the representatives of seven Regional Collaboration Partners, 12 Institutional Affiliates, and other organizations to develop content for periodic blog posts and other communications on the activities of the network.

- Help curate and maintain a public database of faculty research, undergraduate courses, institutional research collections, and public-facing projects at CIC member institutions related to the legacies of slavery (to be hosted on CIC’s existing website or another platform).

In addition, the Project Assistant will support other *Legacies* network activities organized by CIC and the GLC staff, including a faculty seminar and public history institute (scheduled to take place in New Haven in summer 2022) and periodic webinars.

Qualifications:

- The successful candidate will be a graduate student with strong project management skills, demonstrated excellence in writing/editing content for diverse audiences, a facility with appropriate digital tools, and a demonstrated commitment to public engagement. CIC will also consider recent graduate degree recipients for this position.
- Expertise in one or more of the [specific themes](#) that have been used to structure the *Legacies* initiative—through coursework, research, or public-facing activities—is highly desirable. Candidates may be enrolled in a graduate program in history, African American studies, American studies, or any another academic discipline relevant to the study of American slavery and its multiple legacies.
- Facility with digital tools including social media, blogging platforms (e.g., WordPress), shareable databases (e.g., Omeka, Google Sheets), and basic video editing.
- Efficiency and attention to deadlines.
- Familiarity with the private, four-year college and university sector.

How to apply

Interested candidates should send a cover letter, brief CV or résumé, a short writing sample (or link to a digital project/publication), and list of references to Philip M. Katz, Director of Projects, at pkatz@cic.nche.edu. Please use “Legacies Assistant” in the subject line of the email. Review of applications will begin immediately.

About CIC

CIC is the major national service organization for small and mid-sized independent liberal arts colleges and universities in the United States. Currently, as a result of consistent membership growth over several decades, 682 colleges and universities and 76 organizations are members. CIC has a tripartite mission: supporting and developing campus leaders, providing resources to advance the excellence of member institutions—including faculty development programs in key disciplines and professional development for leaders such as department chairs—and enhancing public understanding of the contributions independent higher education makes to society. CIC’s 25-person staff, based in Washington, DC, develops and manages, in collaboration with partner organizations and subject experts, a dynamic set of conferences, externally funded projects and programs, research and advocacy initiatives, and other activities to serve members in all three mission areas.