

# GRADUATE STUDENT RESEARCH OPPORTUNITY AT THE UCLA CENTER FOR THE STUDY OF WOMEN 2019-2020 ACADEMIC YEAR

The Center for the Study of Women (CSW) is hiring two 25%-50% Graduate Student Researchers (GSRs) for the 2019-2020 academic year to start in Summer 2019 (if available) or Fall 2019. Position includes a monthly stipend and graduate student fee remission benefits. Students at the advanced PhD or post-MA stage are preferred, but we welcome interested UCLA graduate students at all stages of their studies to apply.

## JOB DUTIES

- **Grant Support:** Conduct research on potential grant opportunities and contribute to writing grant applications and proposals. Conduct research on foundation grants, government grants, and intramural opportunities. Make recommendations on the feasibility of grants for particular CSW projects.
- **Research Proposals:** Assist in the preparation of research proposals for review by the UCLA Institutional Review Board (IRB). Assist in developing ethical guidelines for research projects.
- **Undergraduate Research Mentorship:** Mentor a group of undergraduate researchers who are contributing to CSW's Chemical Entanglements project (<https://csw.ucla.edu/cswresearch/chemical-entanglements>). Mentorship duties may include meeting regularly with student researchers and providing training on archival, ethnographic, oral history, statistical, survey, or other research techniques as needed.
- **Interviews and Oral Histories:** Conduct oral history and/or ethnographic research through phone, in-person, and/or video interviews. Projects may include oral histories of environmental illness as part of the Chemical Entanglements initiative and oral histories of past CSW leadership, faculty, and students as part of CSW's 35th Anniversary commemoration.
- **Archival Research:** Conduct research in the UCLA University Archives housed in Library Special Collections on the institutional history of CSW in preparation for CSW's 35th Anniversary commemoration.
- **General Research:** Read, interpret, and evaluate primary and secondary sources. Summarize sources and compile comprehensive and accurate annotated bibliographies, literature reviews, and reading lists.
- **Writing:** Compose high-quality content for online publications (blog posts, social media posts), literature reviews, research summaries and reports, policy briefs, and newsletters.
- **Editing:** Assist CSW staff in copy-editing, typesetting, and preparing journal articles and other documents for publication.
- **Event Support:** Staff CSW events, conferences, and symposia.

## QUALIFICATIONS

Students who meet some, but not all, qualifications are strongly encouraged to apply.

- UCLA graduate student (master's or doctorate) in good academic standing.
- Experience designing, implementing, and overseeing research projects.
- Experience working on interdisciplinary projects and ability and willingness to read and critically summarize literature from a broad range of disciplinary fields. Adept at finding information and answering complex questions by conducting library and online research using primary and secondary sources.
- Skills or interest in gender studies, archival or information studies, history, oral history, ethnography, cultural studies, science and technology studies, public policy, public health, environmental studies, or related fields.
- Ability to coherently, comprehensively, and accurately synthesize and summarize information from academic texts for the preparation of literature reviews and publications.
- Experience applying for federal and foundation grants from agencies and organizations, and knowledge of current academic grant landscape.
- Experience preparing proposals for UCLA's IRB review and approval process.
- Experience conducting interviews for oral history or ethnographic projects.
- Experience teaching and/or mentoring undergraduate students.
- Organized, responsible, thorough, timely, and able to work in a collaborative team.
- Excellent writing and editing skills. Prior experience in editing or producing publications is highly desirable.
- Ability to work independently on a project and meet deadlines and benchmarks.
- Ability to develop meeting agendas and prepare meeting notes and minutes.
- Experience working with Microsoft Office Products (Excel, Word, Outlook, etc.).

## APPLICATION MATERIALS

- Cover Letter (no more than 2 pages)
- CV/Resume
- Writing Sample (no more than 10 pages, must be sole-authored and showcase your research writing ability)
- Contact information for two references

**DEADLINE:** Applications will be accepted on a rolling basis until position is filled. Interviews will begin as soon as possible.

**QUESTIONS?** Contact Kristina Magpayo Nyden, Management Services Officer at [kristina@women.ucla.edu](mailto:kristina@women.ucla.edu)

**APPLY ONLINE: [CSW.UCLA.EDU/GSR19-20](https://csw.ucla.edu/gsr19-20)**