

**NYU**GRADUATE SCHOOL
OF ARTS & SCIENCE**PUBLIC HUMANITIES INITIATIVE IN DOCTORAL EDUCATION
2020-2021 INTERNSHIPS**

JOB TITLE:	President's Office Fellow
ORGANIZATION:	Social Science Research Council
LOCATION:	300 Cadman Plaza W, Brooklyn, NY

ORGANIZATION DESCRIPTION

The Social Science Research Council, an independent, international nonprofit, mobilizes necessary knowledge for the public good by supporting scholars worldwide, generating new research across disciplines, and linking researchers with policymakers and citizens. For more information on the SSRC and its programs, please visit www.ssrc.org.

POSITION DESCRIPTION

The President's Office intern will contribute to the organization of its administrative and programmatic activities—which include research, data compilation, data preparation, filing, photocopying, scanning, event assistance, and other administrative tasks as needed—while gaining valuable research, communications, and administrative experience. This internship will require the ability to work at the SSRC Brooklyn Heights office for twenty hours per week over the academic year.

Research Project: An American Dilemma for the 21st Century: An American Dilemma for the 21st Century digital platform (anamericandilemma21c.org) makes widely available the Carnegie-Myrdal Study of the Negro in America research memoranda archive which served as the basis for Gunnar Myrdal's publication. The archive, currently housed at the Schomburg Center for Research in Black Culture, contains the output of a stellar team of social scientists who worked with Myrdal to study "the Negro problem" on behalf of the Carnegie Corporation of New York. This digital platform will greatly expand the access for scholars and the general public to these materials. The President's Office intern will primarily assist with this research project by scanning archival materials, transcribing research memoranda, and editing and uploading materials to the digital platform, among other research tasks as needed.

Responsibilities:

- Work closely with executive staff on administrative and research projects.

- Contribute to research, copyediting, and editing according to standards of the Chicago Manual, APA, MLA, etc.
- Help to expand and organize network of contacts in academia, the media, and the public at large.
- Assist in the planning of workshops, meetings, and outreach activities related to the research project.
- Contribute to the day-to-day administration of the program.
- Other duties and additional responsibilities and projects as directed, depending upon interest and capacity.

QUALIFICATIONS

- Current enrollment in a degree program in the social sciences or humanities; an interest in the social sciences or other related fields is ideal.
- Excellent communication, interpersonal, and organizational skills with strong attention to detail.
- Experience with communications and publicity efforts, including through social networking services.
- Proficiency with web publishing platforms and Internet resources; familiarity with HTML a plus.
- Self-motivation, adaptability, and ability to work independently as well as part of a team.
- Proficiency in MS Office; familiarity with database and web management software is desirable.

The Social Science Research Council is an equal opportunity and affirmative action employer. We are dedicated to equal employment opportunity and to cultivating and sustaining a diverse, equitable, and inclusive workforce. SSRC maintains a policy of non-discrimination with all employees and applicants for employment. All aspects of employment with the Council are made on the basis of competence, skill and qualifications and will not be influenced in any manner by race, creed, color, religion, sex/gender, national origin/ancestry, ethnicity, age, political affiliation, sexual orientation, marital or domestic partner status, medical conditions (including pregnancy and/or genetic information) or physical or mental disability, citizenship status or any other categories prohibited by law.

APPLICATION

- All applications must be submitted through NYU's Public Humanities Initiative online application
- Application deadline: May 1, 2020, 11:59pm