Position: University Administrative Fellow, Center for Digital Humanities

Reporting To: Rebecca Munson, Project Designer

Position Start Date: September 4, 2018

Position End Date: January 26, 2019

The Center for Digital Humanities, an interdisciplinary research unit housed in the Princeton University Library, seeks applications for the University Administrative Fellows (UAF) program to assist with the programming for our upcoming "Year of Data." Applicants should submit a cover letter and one copy of their résumé via email by **May 1, 2018** to Rebecca Munson (rmunson@princeton.edu).

About The Center for Digital Humanities:

The Center for Digital Humanities (CDH) is an interdisciplinary research center and academic unit within the Princeton University Library that brings together humanist scholars, librarians, and programmers to engage in technical and scholarly innovation. We embrace an inclusive understanding of digital humanities (DH) that respects and investigates the myriad ways digital methods and technologies are opening new avenues for research into the human experience, past and present.

Research
We partner with Princeton faculty, students, and library colleagues to incubate innovative DH projects at multiple stages of development - from small seed grants to peer reviewed, chartered projects involving our Development and Design Team and our Project Management System. Most CDH staff have 20% R&D time. We use this time to build research projects of our own design, present at conferences, and publish.

Consultation
Staff members consult on digital humanities projects at any stage of development to facilitate collaborations and connections on and off campus. The CDH also hosts an open lab and welcomes students, faculty, and staff to work collaboratively in our space.

Education
CDH staff and affiliated researchers teach hands-on workshops that relate digital methods to humanities research. We are also working to establish digital humanities in the graduate and undergraduate curriculum at Princeton. Our goal is to train a new generation of digitally and humanistically savvy scholars.

Events

The CDH hosts and co-hosts a wide range of events designed to bring greater awareness of digital humanities research methods and discoveries to the Princeton community. The center fosters discussion on campus and actively engages in debates about critical issues in the field.

About the Position:

Overview
The UAF selected for assignment to the CDH will learn administrative and technical aspects of research, education, and outreach in the digital humanities. This year's fellow will assist in coordinating events associated with the "Year of Data," a collaborative endeavor involving partnerships on and off campus. The UAF will develop skills in communications, publicity, and project management. The fellow will have be exposed to many different facets of the growing field of Digital Humanities and explore associated career paths in both academic and non-academic settings.

This position can be extended into Spring 2019

Year of Data
In 2018-2019 the CDH will hold its first "Year of Data," a series of events intended to spark conversations across campus about the analytical, methodological and technological practices of working with data, especially data from humanities sources. We hope to generate disciplinary, cross-disciplinary, and cross-divisional conversations with a variety of partners and to showcase Princeton, and the CDH, as a leader in best practices for working with humanities data. Events will range from small-scale workshops to large-scale panels with visiting scholars.

Learning Objectives
The UAF will work closely with CDH administrative staff, principally the Project Designer and Finance and Administrative Coordinator, and will play a key part in successfully planning and executing Year of Data events. The fellow will learn the basic aspects of strategies for publicity and communication, adjusting styles for a variety of audiences and curating content for use in different settings. Additionally, the fellow will have the opportunity to learn from experienced project managers. The fellow will attend relevant meetings associated with the Year of Data and, when suitable, act as a liaison to other units on campus. Although work with the software development team will be limited the fellow will have the opportunity to spend time with staff members to learn about how they conduct their work and what skills are necessary to reach their positions.

Qualifications
- Strong written and verbal communication skills
- The ability to be highly organized and self-motivated
- Familiarity with, or interest in, digital humanities
- The ability to work well within a small team
- A schedule allowing regular presence on campus