Position Title: Art History Research Assistant

Hourly Rate: $7.75/hour

Department: Art and Art History

Supervisor: Jo Ortel

Work Location: (Independent)

Account Number: 01-11144-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes  ☐ No

Number of positions available: 2

Work Schedule
A student in this position can expect to work hours per day, 5 - 10 hours per week.

The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday  ☒ any day of the week.

Hours are available during the following times of the day: 

Department/Position Overview
Art History Research Assistants work independently researching topics related to upcoming new or changing course offerings, and/or on faculty members' research and scholarship agendas. Assistants are assigned anywhere from 5 to 20 hours per week, depending on their schedule. (Summer research ass'ts may work up to 40 hours/week.)

Research Assistants must have taken at least one course with the professor in question, and have demonstrated their resourcefulness, intellectual creativity and most especially, their facility conducting advanced independent research (including familiarity using the library's journal and image databases, and interlibrary and acquisitions services).

Research Assistants are expected to meet regularly with the professor -- initially, to learn about the research project (taking notes and asking questions for clarification), and then weekly or biweekly to give progress reports and share information with the professor, and make suggestions. With these updates, the professor will help to identify further areas for research or follow-up. Assistants may be asked to conduct a literature review, maintain an annotated bibliography, photocopy or scan articles of potential interest, or all of the above. Research Assistants may also be asked to use Artstor and to put together powerpoints (with properly cropped images, and carefully-proofed labels of artworks) for the instructor's future use.

Description of Duties and Tasks
☒ Work efficiently and accurately without immediate supervision
☒ Conduct advanced-level independent research

Required Training and Skills
☒ Ability to communicate in a concise and effective manner, both verbally and in writing
☒ Detail oriented with strong organizational skills
☒ Ability to conduct advanced-level independent research, to identify potentially fruitful sources, and summarize and assess the value of research and scholarship; requires creativity, resourcefulness and thoroughness.