

## **UBC History Department Research Assistantship – Shifting Tides Graduate History Conference**

Are you a UBC senior undergraduate student studying history (honours/majors/minors) or a graduate history student? Are you looking for employment this academic year? Are you hoping to gain skills and experience related to disseminating History research? The Department of History invites your application for an internship as a *research assistant*.

### **The Position**

The RA will assist with the Shifting Tides Graduate History Conference held in early 2025. With the exception of one year, this conference has been held yearly since 1975, bringing together graduate students and senior undergraduates from BC's post-secondary institutions who present their research and gain valuable experience and feedback in doing so.

The conference will be held on the UBC-Vancouver campus at The Nest from 31 January to 2 February 2025. We seek an RA who will:

- Participate with people from BC's other universities and Dr. Tina Loo (Graduate Committee member in charge of Shifting Tides) in adjudicating paper proposals and in putting together a program and list of participants.
- Handle communications for the conference: Send out and answer e-mails about the conference as the time approaches. Help advertise the conference.
- Assist with conference registration and monitoring the list of participants. Assist Dr. Loo during the conference with registration/welcoming participants on Friday evening 31 January and Saturday morning 1 February, and directing them to the conference rooms.

Most of the work will occur in the fall, but we anticipate some will go into the winter term as the date of the conference approaches (lots of logistical questions). As noted, we will also require assistance during the conference, with staffing the registration desk Friday from 4PM-8PM and Saturday morning, for instance.

### **The Remuneration**

This opportunity pays \$3125 inclusive of benefits (roughly \$25-\$30/hour for 100-125 hours of work, depending on status and experience.) Although the work will be unevenly distributed (see above), the successful applicant will be in equal monthly instalments from November 2024 until February 2025.

### **Applicant Qualifications**

Applicants must be senior undergraduate students or graduate students at UBC studying History (majors/minors/honours/graduate). Good organization and communication skills and knowledge of spreadsheets (google sheets/Excel, for eg.) preferable.

### **Application Process**

Send a cover letter that explains your interest in the position, the strengths you'd bring to it, and your History course work, along with a resumé to Dr. Tina Loo at [tina.loo\[at\]ubc.ca](mailto:tina.loo@ubc.ca) **by 11 October 2024**.

Include the names and contact information of at least two references (including one academic reference like a former instructor). Please ensure that your name is included in the file name, and ensure the subject line of your e-mail refers to the Shifting Tides Research Assistantship.