

**Department of English
Graduate Assistant Position
University of Central Arkansas**

Job Description and Qualifications:

Graduate Assistantship in English Department—Position Available Immediately

- This position is for a full-time graduate assistantship (20 hours per week) and for the remainder of the fall 2019 semester only.
- The assistant would help the editor of the poetry journal *Slant*, primarily in corresponding with writers who have submitted their work, scanning and filing submissions, managing the journal's Google Drive folders, typing manuscripts and bio notes, running campus errands such as depositing checks and checking the P.O. box, and helping maintain the journal's social media account.
- The position pays \$9,300 over the course of nine months; it will be prorated for the duration of the remainder of the semester.
- The assistant needs to be reliable, detail-oriented with strong communication skills, and available immediately.
- Per Graduate School guidelines, the student must be (1) enrolled full-time (9 hours) and (2) in good academic standing.

Application: Please send a résumé with three references to Dr. Fritz fritz@uca.edu. In your email, please include your student id # and verify that you are currently enrolled full-time as a graduate student at UCA.

Deadline: Review of applications will begin immediately and will remain open until the position is filled.