Digital Publishing Research Assistant
a WVU Graduate Research Assistantship for 2017–18

This position is affiliated with the WVU Libraries Digital Publishing Institute (http://dpi.lib.wvu.edu) and the English Department and is funded full-time (20 hours per week) during the academic year. The research assistant in this position will report to Dr. Cheryl Ball, director of the DPI, on several humanities-related publishing projects and their affiliated organizations, including the Council of Editors of Learned Journals, which is hosted through the DPI, and working specifically on the grant project outlined below. Some work over Thanksgiving, winter, and Spring breaks may be required. Travel for three days to Chapel Hill, NC, to attend a grant project meeting is required in February or March 2018 (days tbd). Travel to New York for the January 4–8, 2018 MLA convention may also be required.

This position is funded through an Andrew Mellon Foundation one-year planning grant for a project called “Many Voices: Building a Consortium of Small, Scholarly Societies in the Humanities.” The purpose of this project, on which Dr. Ball is PI, is to conduct research with a project team across the U.S. to survey boards of directors and members for small, scholarly societies to see whether creating a consortium that would allow societies to pool their resources and streamline administrative tasks would be desirable.

This RA position would be responsible for the following grant-related and affiliated tasks:

- conduct research for the grant survey, including compiling a contact list for boards of small scholarly societies,
- prepare the survey based on directions that arise from the project team’s meetings,
- market the survey through digital and analog means,
- take meeting minutes at the Feb/March project team meeting in NC,
- help write initial drafts of the final grant report based on meeting minutes and the team’s analysis of the survey results,
- collaborate with grant report writers, Rebecca Kennison and Helen Szigeti, to complete the report,
- assist the project team (especially Kennison, Szigeti, and Ball) in drafting any additional written outcomes from the research (to possibly include a proposed business plan for the consortium, a follow-up proposal for a funding agency, and/or a research article for publication).
- Provide additional administrative services to the project team, including coordinating travel bookings
- Work with external consultants (including K|N Consultants, among potential others) to explore the possibilities of funding models for OA publishing for small, scholarly societies
- Provide primary membership support for the Council of Editors of Learned Journals (as an example small, scholarly society) through
  - Regular communication with the CELJ membership
  - coordinating with the library billing department to handle member fees, including payments and invoicing
  - updating the CELJ website with news, events, and new members
  - creating promotional materials for CELJ
  - coordinating and staffing (possibly with another RA) the CELJ exhibit booth at the MLA and other conferences, as funding allows
Qualifications

an interest in scholarly organizations/societies, community-building, professional networking, and academic publishing, particularly as it relates to open-access venues.

Disciplinary area of study is relatively unimportant, but candidates who can combine this work with their research interests will find this RAship most rewarding.

PhD candidate preferred due to the academic nature of the job responsibilities; Masters (MA, MS, MFA) applicants will be considered, particularly if they have previous relevant experience.

an understanding of, or initiative to learn, digital technologies that impact scholarly communications workflows.

an ability to take initiative with a modicum of direction; anticipating questions before something gets wonky is a great skill.

a willingness to do the non-sexy work that is the life of an editor/administrator, without complaint.

You will be professionalized into this work, praised for jobs well done, mentored, and given second chances when the learning curve requires it.

an ability to notice details and complete assignments on time.

proficiency and professionalism with online communication (email, Slack, Skype, etc.) and a quick response rate, including some evenings and weekends, as project deadlines dictate.

Benefits

These duties work in coordination to help the RA learn more about the varied roles of faculty and library stakeholders in the lifecycle of scholarly communications, which will better prepare the student for an academic position of their own, either on the tenure track or in an academic professional or non-profit organizational position. The networking opportunities for students interested in scholarly communications will be vast in this position. Successful completion of this RAship will result in an excellent letter of recommendation from Dr. Ball and potentially from other team members, depending on level of outreach conducted. The pay rate and benefits are standard for a PhD or Masters-level student in the English department at WVU.

To Apply

Write a one-page letter outlining your interest and qualifications for the position, including one professor at WVU whom I can contact as a reference. Attach a CV relevant to your experience. Submit your application materials in a single PDF file to Dr. Ball as an email attachment. Qualified candidates may be asked to complete a follow-up interview with Dr. Ball. If you have questions, please contact her at chball@mail.wvu.edu. Deadline for applying is end-of-day Friday, April 28, 2017.