The University of Pittsburgh’s World History Center in collaboration with the Center for Russian and East European Studies (REES) and the Asian Studies Center (ASC) seeks a part-time Program Assistant to support program coordination and assessment for the undergraduate curriculum development project Water in Central Asia: Tributaries of Change, recently awarded a 2018-2021 Humanities Connections Implementation Grant by the National Endowment for the Humanities.

Application Deadline: June 15, 2018
Start Date: July 1, 2018
End Date: May 31, 2019
Position Status: Renewable on an annual basis until May 31, 2021
Compensation: $20/hour
Estimated Time Commitment: 200 hours/per term
Work Schedule: flexible; remote work partially allowed

Led by REES Director Dr. Nancy Condee and Director of the World History Center Dr. Ruth Mostern, the Water in Central Asia project aims to strengthen interdisciplinary connections among Pitt faculty and students across the humanities, social sciences, and pre-professional programs in business and engineering. The curriculum design team will develop three new undergraduate courses with linked student engagement activities on the theme of Water in Central Asia, to be rolled out sequentially in Spring 2019 through Spring 2020. The three courses will include:

- Central Asian Water Past: Climate Change in the Pre-industrial Era (History)
- Central Asian Water Present: Engineering in the Industrial Post-Empire (Political Science)
- Central Asian Water Future: Encounters in the Anthropocene (Business/Engineering)

Designed to enroll a broad disciplinary range of students, the new course cluster will enrich offerings in existing Pitt credentials offered through REES, ASC, the Global Studies Center and the College of Business Administration, and the Mascaro Center for Sustainable Innovation. All courses in the sequence will incorporate high-impact experiential learning activities, including mentored research projects that students will present at Pitt’s European and Eurasian Undergraduate Research Symposium, as well as virtual peer-to-peer exchanges with students at Nazarbayev University (Astana), Pitt’s partner institution in Kazakhstan.

Job Responsibilities
- Assist grant coordinators in the development and launch of a dedicated project website.
- Participate in curriculum development workshops on Teaching Central Asia, Teaching Water, and Interdisciplinary Teaching and Learning, July 23-26.
- Work with the project team to map out student recruitment and learning assessment strategies.
- Assist academic advisors in student recruitment through info sessions and social media marketing.
- Provide research and teaching support to the first course instructor, visit course sessions, lead focus groups, and assist with collection of evaluation data.
- Develop a plan for undergraduate academic and career mentoring based on study abroad, volunteer,
internship and entry-level job opportunities relevant to students enrolled in the *Water in Central Asia* cycle.

**Preferred Qualifications**
- Ph.D. Student in History or related field in the humanities or social sciences with a research focus on environmental studies.
- Experience teaching undergraduates and building innovative student engagement activities into course design, as well as demonstration of genuine interest in building interdisciplinary connections between the humanities and other fields.
- At least 1 year of administrative experience, preferably in a fast-paced academic setting working with students, faculty and administrators at all levels.
- Proficiency in Microsoft Office, website design/maintenance, and social media.
- Proactive approach to responsibilities, planning and project management. Ability to take initiative.
- Excellent written, speaking and organizational skills; demonstrated ability to work both independently and with a team in an office environment where multitasking and high attention to detail are essential.

**To Apply**
Applicants should submit a cover letter, CV, and the names and email addresses for two references by **June 15, 2018** to Ruth Mostern, Director of the World History Center, rmostern@pitt.edu.