

**Arts & Administration Program
Graduate Teaching & Research Fellowships* 2011-2012 Academic Year**

GRADUATE FELLOWSHIP TITLES AND DESCRIPTIONS

TEACHING positions & ASSISTANCE WITH AAD FACULTY RESEARCH OR STRATEGIC INITIATIVES (There are 7 individual terms available)

AAD 250 Art & Human Values, fall 2011, winter 2012, spring 2012

AAD 251 Arts & Visual Literacy, fall 2011 and spring 2012

AAD 252 Art & Gender, fall 2011 and spring 2012

Teaching Fellows support the professor during lectures, lead breakout and discussion groups, provide grading support, and take other duties as assigned by the professor in support of the class. Appointments are at .20 FTE (where 1.00 is full-time). Each position requires approximately eight (8) hours of work per week, for a total of 88 hours per term, with a monthly stipend of \$534. Each Teaching Fellow reports directly to the professor to whom they are assigned. Supervisor: the faculty member who teaches the course.

+ Each Teaching Fellowships will be combined with an additional .2 or .29 FTE, working with a tenure-related faculty member on a research or program initiative, which will require an additional eight (8) or nine and one half (9-1/2) of assistance per week, for a total compensation of \$1,069 to \$1,309 per month.

RESEARCH POSITIONS: (3 terms) fall, winter & spring

Research Fellows supporting the work of the Center for Community Arts & Cultural Policy (CCACP)

The **Center Coordinator GRF** will serve as the main coordinator of Center events and activities including the CCACP Visiting Scholars and Symposia Series, as well as CCACP's participation in the local Arts & Economic Prosperity IV initiative. The Center Coordinator will also provide 12 hours per week of direct research support to affiliated faculty. The Center Coordinator reports to the CCACP Director, with delegated supervision by faculty for whom the GRF assists in research.

The **Administrative Coordinator GRF** will focus on administrative responsibilities, including fiscal management, communications, and fundraising operations. The Administrative Coordinator reports solely to the CCACP Director.

The **IT and Media Coordinator GRF** will serve in a limited capacity as the coordinator of media and communications and will be responsible for technical oversight and advisement for Center operations, administrative functions, and events. The IT and Media Coordinator provides 18 hours per week of direct research support to affiliated faculty. The IT and Media Coordinator GRF reports to the CCACP Director, with delegated supervision by faculty for whom the GRF assists in research.

Each of these positions requires approximately nineteen (19) hours of work per week, for a total of 215 hours per term, with a monthly stipend of \$1,309.

WORKING CONDITIONS

Work space is provided by the AAD Program for all Fellows and Graduate Fellows are expected to work in their assigned space. Access to work tables, telephone, and Macintosh computers, for use on the job, are provided.

HOW TO APPLY

In-coming students are encouraged to apply, but preference is given to second-year graduate students in the Arts & Administration Master's degree program. To apply, ***please submit six (6) complete copies*** of a completed application, that includes the application form (attached here) and a letter of interest describing your experience and qualifications as they relate to the Fellowships that are available. Your letter should specifically describe your qualifications for teaching, administration, and/or research, as described above.

Graduate Fellowships will be appointed based on departmental needs and successful applicants will be assigned to the area that faculty determines best suits the applicant's ability and the needs of the Program.

Applications are due no later than 12 noon on Monday, May 2, 2011 in the Arts & Administration Program Office. Please mail by U.S. postal service to:

Arts & Administration Program
Attn: Maia Howes
5230 University of Oregon
Eugene, OR 97403-5230

or drop off six (6) copies of your application packet in Maia Howes' mailbox in 251E Lawrence Hall.

The University of Oregon is an Equal Opportunity, Affirmative Action Institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

***Students who are receiving Laurel Awards are not eligible to apply for a Graduate Fellowship position.**

ARTS & ADMINISTRATION PROGRAM

APPLICATION FOR GRADUATE TEACHING & RESEARCH AWARD

FOR THE ACADEMIC YEAR 2011-2012

Name in Full: _____
Last First Middle

UO ID Number: _____ Local Phone: _____

Current Address: _____
Street City State Zip

Do you anticipate that this will be your address during the 2009-2010? ____ Yes ____ No

If known, please list summer contact information: _____

E-mail Address: _____

The URL for your AAD ePortfolio: _____
(if you are a current AAD students)

References: _____

Name Phone Email

Name Phone Email

Name Phone Email

Graduate Fellowships will be appointed based on departmental needs and you will be assigned to the area that faculty determines best suits your ability and the needs of the Program. It is understood that students seek Fellowships to offset the cost of tuition, but it is the purpose of the faculty to determine best fit for these positions. Please only select the areas that reflect your area of expertise and interest here:

- Art & Human Values + faculty assistance in research or program initiative
- Art & Visual Literacy + faculty assistance in research or program initiative
- Art & Gender + faculty assistance in research or program initiative
- CCACP Center Coordinator
- CCACP Administrative Coordinator
- CCACP IT and Media Coordinator GRF

To apply please submit six (6) complete copies of:

- This completed application form (Please place the application form on top of the submitted materials)
- A letter specifically describing your qualifications
- Your current resume

Submit to Program Office by 12 noon on **Monday, May 2, 2011**
Review of applications will begin at this time and continue until the positions are filled.