

AY 23-24 Graduate Assistantship with Dodd Human Rights Impact

Dodd Human Rights Impact seeks to fill a half-time (10 hours/week) Graduate Assistant position to support the Malka Penn Award for Human Rights Literature for the 2023-2024 academic year.

The Malka Penn Award is given annually to the author of an outstanding children's book addressing human rights issues or themes such as discrimination, equity, poverty, justice, war, peace, slavery or freedom. Named in honor of author Michele Palmer, who writes under the pseudonym Malka Penn, the award recognizes works of fiction, non-fiction, poetry, memoir, or biography which are written for children from preschool to high school. Within these larger themes, the award committee is particularly eager to recognize stories about individuals – real or fictional, children or adults – who have been affected by social injustices, and who, by confronting them, have made a difference in their lives or the lives of others.

This graduate assistant will support the Malka Penn award and help to grow public engagement programming through communications and event coordination support. Ideal candidates can work independently and as part of a collaborative team, will have a demonstrated interest in the field of human rights, children's literature, education, and experience in communications and/or event planning. Dodd Impact is part of the Gladstein Family Human Rights Institute (HRI), and the incumbent will interact regularly with HRI's staff, faculty, and other graduate assistants, as well as event speakers, guests, and external partners.

Planning and Coordination:

- Distributes call for book submissions to publishing houses.
- Receives, catalogs, and distributes book submissions to review committee.
- Attends planning meetings with Malka Penn Committee Members.
- Attends weekly check in meeting with Malka Penn Program Manager/organizers.
- Attends weekly staff meeting with HRI Events Team.
- Maintain Malka Penn events and logistical calendar.
- Work with book selection committee to identify new audiences
- Assist in coordination of outreach to faculty, staff and students regarding the Malka Penn Award and related programming.
- Assists planning committee in the creation and execution of professional development workshops and outreach programs to schools, libraries, and the broader community.
- Working with undergraduate students, assists to coordinate distribution of books to libraries and schools in Connecticut.

Communications/Marketing:

- Works closely with the HRI Events and Communications Coordinator on the following:
 - Creation of flyers & PR material using Canva and Mailchimp.
 - Creation of registration link and online/web event pages.

- Tracking event registration and participant numbers leading up to Award ceremony and outreach programs. Maintaining and updating records of attendees in Mailchimp database.
- Advertising programs in the Daily Digests, HRI/Grad/UConn Hartford etc. Soapboxes/event listserv as needed and relevant UConn Calendars.
- Creating/distributing exit surveys after outreach events.

Special Projects:

- Writes copy and posts press releases for Malka Penn Award news, projects and recognition.
- Conduct interviews for possible web features of past Malka Penn winning and honor books.
- Support the drafting/editing of correspondence, Award program, drafting and distributing meeting agenda/minutes, and other duties as assigned.

Application Process

Interested candidates should use the following link to send (1) a cover letter, (2) a resume, and (3) the name and contact information for 3 professional references to the review committee. If you have questions about the position please contact Nana Amos, nana.amos@uconn.edu.

Review of applications begins on April 1, 2023, and will continue until the position is filled.

APPLICATION LINK: <https://forms.gle/Pm5JZP8xvPH7SFk39>