

Benjamin L. Hooks Institute for Social Change at the University of Memphis Announces Graduate Assistant (GA) Opening.

About the Hooks Institute

The Hooks Institute's mission of teaching, studying, and promoting civil rights and social change is carried out through its programs, which include funding faculty research and community service projects; hosting conferences, symposia, and lectures; and promoting and recognizing scholarship on civil and human rights. The Institute was founded in 1996 by University of Memphis (UofM) faculty and the late Dr. Benjamin L. Hooks (1925-2010). Hooks was a Memphis native, civil rights advocate, the first African American commissioner at the U.S. Federal Communications Commission (FCC), and executive director of the National Association for the Advancement of Colored People (NAACP). For more information about the Hooks Institute, please visit www.memphis.edu/benhooks.

Position Summary

The GA will complete projects to advance the mission of the Hooks Institute working in collaboration with the Hooks Institute staff. The GA duties will consist of the following:

General Tasks

- Assists in the writing of press releases and e-newsletters, assists in updating and maintaining the Institute's website, Facebook, twitter and other social media;
- Sends out Hooks Institute Book Award call for nominations and coordinates correspondence and book entries;
- Maintains and updates mailing lists and Constant Contact lists;
- Maintains an up-to-date list of media contacts and notifies media of events
- Organizes, schedules and prepares for meetings with key people and partners;
- Participates actively in staff meetings, retreats, and board meetings when requested;
- Assist the Hooks Institute in creative writing and media projects;
- Collaborates with the Administrative Associate on special mailings and other special events;
- Aids with research and writing as needed by the Institute;
- Other duties as assigned.

General Skills Required

- Ability to communicate and maintain a professional demeanor;
- Organizational skills relating to the administrative duties of the position including writing and filing;
- Familiarity with mainstream social media platforms including, but not limited to, Facebook, Twitter, and YouTube;
- Strong grammar, editing, and writing skills;
- A working knowledge of, or ability to work with, HTML formatting for website production;

- Proficiency in typing;
- A working knowledge of HTML, Adobe Suite, and Microsoft Office Suite preferred;
- Ability to complete tasks with minimal direction and a positive attitude;
- Critical thinking skills with innovative ideas;
- Facility in multitasking between a several projects with a variety of deadlines.

Education Level

- A Bachelor's Degree with admission to a graduate program at the UofM is required; background in history, communications, journalism, English or related field preferred. Interest in social justice and the civil rights movement required.

Time Commitments

- Twenty (20) hours a week

Stipend and Tuition Assistance

- The GA will receive a monthly stipend and tuition assistance.

How to Apply

To apply, please submit a resume and a writing sample of not more than 10 pages by e-mail to Nathaniel C. Ball, Hooks Institute Media and Programs Coordinator, at ncball@memphis.edu. A writing sample focused on civil rights or social change preferred. The deadline for applications is **March 19, 2018**