



## **Emory Libraries/ECDS Instruction & Engagement – Writing Center Graduate Fellowship** **Guidelines for the 2022-2023 Fellowship Year**

**Applications due: Monday, November 22, 2021**

**Virtual Information Session: Tuesday, November 16, 2021 (1p-2p) via Zoom**

Funded by the Laney Graduate School, the Emory Libraries and Emory Center for Digital Scholarship will award up to five fellowships for 2022-2023 (9 month stipends) to advanced graduate students expecting to complete their dissertations by the end of the fellowship period. Fellows will work 16 hours per week in an area relating to their subject specialization or interest. The Emory Libraries will host three fellowships in the following primary areas: Rose Library (1), Research and Engagement, and Instruction and Engagement (1). The Emory Center for Digital Scholarship will host two fellows in the primary areas of Data Services (1) and Digital Humanities (1).

Fellows will be centered in one placement area and may also have the opportunity to engage in projects across several library areas, depending on interest and expertise. Fellows will work with curators and specialists in various areas on projects such as preparing manuscript collections and rare books for research use; developing or managing a digital project in the fellow's subject area; assisting in research projects with numeric data sets; assisting in analyzing and developing library collections in a particular subject area; and supporting the development of new library research and instructional services. In April 2023, each fellow will make a presentation on his or her fellowship project.

A virtual **Information Session** will be held on **Tuesday, November 16, 2021 (1p-2p) via Zoom**. Please register on the LGS Advanced Fellowships webpage.

Fellowships are generally 9-month placements (September 1 – May 31) with a stipend of \$23,831 along with a 100 percent subsidy for the Emory University Student Health Insurance Plan (EUSHIP). Please note that the first stipend payment will be on September 30.

Applicants must meet the eligibility requirements listed below. Applications will be evaluated on the basis of the subject specialty of the dissertation and the ways in which the division's needs and the applicant's research areas would produce mutually beneficial collaborations. The goal of the fellowship is to enhance the applicant's skills in using specialized resources in research and teaching and understanding of emerging issues such as digital scholarship and scholarly communication.

### **Eligibility:**

To be considered for the fellowship, applicants must

- be full time students in a doctoral program, in good standing;
- be in candidacy at the time of application;
- be in their 7th or lower year of graduate study at the time of application; and

- may not previously have held an Emory completion fellowship. Unless otherwise noted, the fellowships listed on <http://www.gs.emory.edu/professional-development/fellowships/advanced.html> are all considered completion fellowships (exceptions include ORDER fellowships, PRISM fellowships, SIRE for the natural sciences, and some OUCP and grant fellowships).

### **Application Materials:**

When submitting your application via the ADMIT system, the application must include:

1. **CV/Resume** of no more than two pages
2. **Statement of Purpose to include:**
  - a) the library placement area(s) of interest and how the library placement area will enhance the applicant's skills in research and teaching, **and**
  - b) a brief description of the dissertation research, including progress thus far
3. **Application Skills Summary** (see pages 4 and 5 of this document)
4. **Letter of Recommendation** from an Emory faculty member, preferably the dissertation director, who is familiar with the applicant and the dissertation. The letter should address the applicant's schedule for completing the dissertation, and assess the likelihood that the applicant would complete by the end of the fellowship year. The ADMIT system will allow you to enter the email address of your recommender and they will receive email notification of your request.

### **ADMIT Submission**

All nominations and applications, including supporting materials, will be uploaded using ADMIT.

1. Go to <https://www.applyweb.com/emoryfel/index.fl> and log in using your regular ADMIT net ID and password —or—set up an account with ADMIT first and then log in.
2. Select your fellowship from the drop down box and follow the upload fields. The application will not let you proceed until you upload all the necessary materials.
3. If you are applying for multiple fellowships, you must finish one application before you can begin another.

If you have questions about using ADMIT, please contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu). You will need to upload the nomination or application items as pdf files.

Submit the application materials described in 1-4 above in the order listed via the ADMIT system no later than **November 22, 2021**. For fellowship questions, contact Khadijah Muhammad, [kmuham3@emory.edu](mailto:kmuham3@emory.edu) or Carla Ashe-Hutchinson, [cashe2@emory.edu](mailto:cashe2@emory.edu).

## **Descriptions of Emory Libraries/ECDS Graduate Fellowship Placements for 2022-2023**

### Rose Library Fellow

Fellowships in the **Rose Library** will focus on the arrangement and description (processing) of an archival collection focusing on the history or culture of the American South. The fellow will ensure proper storage and basic preservation, organize materials to facilitate researcher use, and create an online description (finding aid) to promote access to that collection. Fellows are encouraged to identify collections they may be interested, but suggestions must be within the area of Southern U.S. history or culture including topics ranging from literature, politics, and lifestyle to identity and race relations. A public component is suggested, but not required, and may include a small exhibit, project, or presentation. Fellows selected for this placement should have an interest in African American or Southern history, strong oral and written communication skills, well-developed attention to detail, and ability to work in a collaborative environment.

### Instruction and Engagement—Writing Center Fellow

Fellows will work with the **Emory Libraries Instruction & Engagement** team and the **Emory Writing Center** to create a bridge from the research and teaching functions of the Emory Libraries to the Writing Center programs focused on improving student research projects. The fellow will train and work in both the Writing Center and the Library to learn the service functions of each area. The fellow will conduct writing consultations, and train and mentor a group of undergraduate tutors. The fellow will also plan and host Dissertation Writing Boot Camps for Laney graduate students and will assist the team in planning/providing outreach events. The fellow may also assist with library instruction and with developing projects and initiatives for delivering research and writing resources. The fellow selected for this placement will have strong oral and written communication skills, ability to work in a collaborative environment, and strong pedagogical and research skills.

### Research and Engagement Fellow

Fellows will work with Subject Librarians in the **Emory Libraries Research, Engagement, and Scholarly Communications** division and will have an interest in Southern Studies. The Fellow, in consultation with their assigned Subject Librarian, will develop projects and skills mutually beneficial to the Fellow and the Library. Projects may be related to collection management, instruction, and/or research consultation. Fellows can also assist subject librarians in employing innovative technologies to deliver and distribute research resources, assess research and pedagogical activities of the division and its patrons, evaluate collection strengths and weaknesses, and other tasks or projects as needed. In doing so, fellows may be required to collaborate with other divisions and units in the library including ECDS, Rose Library, digital systems, technical services, and the Scholarly Communications Office. Fellows selected for this placement will have an interest in and some experience with technology in a pedagogical and/or research context, strong oral and communication skills, ability to work in a collaborative environment, and strong pedagogical and research skills (qualitative and/or quantitative).

### Data Services and Digital Humanities Fellow

Fellows in the **Emory Center for Digital Scholarship (ECDS) (2 fellows—Data Services and Digital Humanities)** will support projects in digital scholarship, computer-based research, and electronic publishing such as ECDS open access digital publications, born-digital multimedia projects, and digital archives. ECDS Fellows will collaborate with interdisciplinary teams of researchers, librarians, writers, and technologists; and they will serve as project researchers, content administrators, editorial associates, and reviewers for the academic year. Fellows will learn about changing practices, platforms, and products of digital scholarship and gain training in project development, project management, developmental editing, online presentation and digital archiving. Fellows selected for this placement will have an interest in digital scholarship, interdisciplinary collaboration, and an eagerness to acquire new technological skills. The **Digital Humanities** fellow's work will connect to Southern studies and will involve work as a member of an editorial team. Students with strong backgrounds in the humanities and experience with editing, digital publishing, operations, and project management are particularly encouraged to apply. The **Data Services** fellowship focuses mainly on providing consultations and support for students and faculty making use of such data for their research, such as helping them locate data or helping them clean data to make them usable. Students with strong backgrounds in using quantitative data and/or GIS (Geographic Information Systems) for research in the social sciences and/or public health are strongly encouraged to apply.

Emory Libraries/ECDS Graduate Fellowship  
Placement Area: **INSTRUCTION AND ENGAGEMENT-WRITING CENTER**  
Application Skills Summary

**Name:**  
**Campus Mailing Address:**

**Department:**  
**Home Mailing Address:**

**Home phone:**  
**Work phone:**

*If you are applying for more than one placement area, please list the placement areas you are applying for in order of preference.* \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

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**Instructions:** Please complete the following 4 sections and indicate your language, teaching, computing and research skills.

**I. Language Skills**

Please list foreign languages you have studied and rate your proficiency level for each.

	Reading	Writing	Speaking
<b>German</b>			
<b>French</b>			
<b>Other:</b>			
<b>Other:</b>			
<b>Other:</b>			

**II. Teaching**

What course(s) have you taught at Emory?

Have you taught courses at other universities  yes  no  
If yes, what course(s) did you teach, and where?

Have you worked with undergraduates involved in research? Please explain the context of this involvement.

**III. Computing Skills**--Please rate your proficiency in the following areas/applications:

Application	Never Used	Beginner	Intermediate	Advanced
<b>Word Processing (Word)</b>				
Other:				
<b>Spreadsheet (Excel)</b>				
Other:				
<b>Database (Access)</b>				
Other:				
<b>Statistical Packages*</b>				
SPSS				
SAS				
Stata				
Other:				
<b>GIS experience</b>				
<b>Web Design</b>				
Drupal				
Wordpress				
HTML				
XML				
Other:				
<b>Other relevant applications</b>				
Endnote				
Other:				

\*For "Statistical Packages" that you have used, briefly describe your use for each one on an attached sheet.

**IV. Research Skills**--Please rate your expertise with each of the following:

	Never used	Beginner	Intermediate	Advanced
Experimental research design				
Focus group research				
In-depth interviewing				
Oral history				
Survey design/analysis				
Statistical data (e.g. Census data)				
Editing				
Digital publishing				
Project management/operations				
<b>Emory Library collections (indicate those you have used):</b>				
Archival collections (print)				
Beck Center Collections				
Quantitative electronic datasets (e.g., ICPSR)				
Digital Archives				
eJournals				
Government Documents (non-US)				
Government Documents (US)				
Online databases (e.g., MLA, GALILEO, Information Gateway)				
Rare Books & Manuscripts				
Other (specify):				

**For research methodologies in which you have expertise, briefly describe your experience with each one on an attached sheet.**