



**THE AMERICAN LITERARY
TRANSLATORS ASSOCIATION**

Title

Graduate Assistant, ALTA (Part Time)

Position Summary

The American Literary Translators Association (ALTA), an affiliate of the College of Humanities, seeks self-motivated and highly qualified applicants for the position of Graduate Assistant.

The selected candidate will perform various administrative tasks, and will work independently and in coordination with other ALTA staff.

The successful candidate will directly report to Kim Jones and will work closely with ALTA's Executive Director.

This is a 0.5 FTE position (20 hours / week) for the 2021-22 academic year, with the possibility of starting in summer 2021.

This GA-ship will begin as a remote position, as all ALTA staff is currently working remotely. As the situation surrounding the pandemic changes, and as the University of Arizona resumes in-person operations, this position is expected to be in-person or hybrid.

About ALTA:

The mission of the American Literary Translators Association is to support the work of literary translators, advance the art of literary translation, and serve translators, and the students, teachers, publishers, and readers of literature in translation.

ALTA fulfills this mission in a number of ways: hosting our annual conference, the largest gathering in North America dedicated exclusively to literary translation; offering awards that recognize excellence in literary translation; and providing emerging translators with support through mentorships and fellowships.

For more information about who we are and what we do, visit <http://www.literarytranslators.org/>.

Duties & Responsibilities

- Serve as an ambassador for literary translation in the College and University. Because of the special relationship between COH and ALTA, graduate students in the College have the special opportunity to acquire non-profit arts-management skills and serve the mission of an international literary organization.
- Assist with preparations for the [2021 ALTA Conference](#), to be held in Tucson November 11-13, including collecting information from attendees, preparing conference materials, etc.
- Organize small group multilingual workshops to be held alongside the ALTA Conference, including coordinating with instructors, answering inquiries from participants, conducting follow-up surveys, etc.
- Collect and manage data; including from award submissions, fellowship and mentorship applications, and conference presenters.
- Vet eligibility of applications submitted for the Emerging Translator Mentorship Program, as well as books submitted for ALTA's translation awards (National Translation Award, Italian Prose in Translation Award, Lucien Stryk Asian Translation Prize).
- Type, review, and properly format materials such as newsletter copy, reports, correspondence, and forms.
- Compile and tabulate various data or statistics for manuscripts, records or recurring reports.
- Operate office equipment such as calculators, copiers, scanners, and personal computers.

Knowledge, Skills & Abilities

- Knowledge of standard office practices and procedures.
- Excellent organizational skills, an attention to detail, and an ability to juggle competing priorities.
- Excellent interpersonal, verbal, and written communication skills.

Minimum Qualifications

- Good communicator, collaborative, adaptable, willing to learn.
- Proficiency in Microsoft Office applications, especially Excel and Word.
- Technical proficiency in data collection and management, experience working with large sets of data and/or a database a plus.

Preferred Qualifications for the Position

- Commitment to and passion for ALTA's mission and goals.
- Proficiency in G Suite applications, especially Google Drive, Google Forms, Google Calendar, and Google Groups.
- Experience with applications including Submittable, Zoom, Doodle, PayPal, MailChimp, and SurveyMonkey.

Documents Needed to Apply

1. Cover letter, focusing on your qualifications for this role and connection to global literature and/or translation.
2. Resume, including contact information for three references.

To apply, email your cover letter and resume to **ALTA's Executive Director Elisabeth Jaquette** at elisabeth@literarytranslators.org. Priority review begins on **June 3, 2021**.