



**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 and program-related tasks and will work both independently and in coordination with other ALTA staff.

The successful candidate will directly report to the COH Associate Dean for Academic and Faculty Affairs and will work closely with ALTA's Program Director, Kelsi Vanada. Only graduate students with a current GAT, GA, or RA position in the College of Humanities are eligible for this role. GAs must be enrolled in a minimum of 6-credit units.

This is a 0.5 FTE position (20 hours / week). The term of the position is 12 months, starting in summer 2024 and continuing through 2024-25 academic year.

This GA-ship is a remote position, as ALTA staff is largely working remotely, with occasional duties in ALTA's office on the University of Arizona campus.

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/>.

THE AMERICAN LITERARY TRANSLATORS ASSOCIATION

College of Humanities | The University of Arizona
Esquire Building #205 | 1230 N. Park Avenue | Tucson | AZ 85721
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 [2024 ALTA Conference](#), “ALTA47: Voices in Translation,” which will be held in Milwaukee, Wisconsin from October 25-28, 2024. Duties in advance of the conference will include collecting information from attendees, preparing conference materials, etc. Duties at the conference will include staffing the registration table, answering questions from attendees, assisting with sponsored events, etc.
 - Please note: interested candidates should confirm their availability to travel with the ALTA team to Milwaukee from October 23-29, 2024. All travel expenses will be paid for by ALTA.
- Organize two rounds of small group multilingual translation workshops on Zoom, including coordinating with instructors, setting up the event portal, answering inquiries from participants, conducting follow-up surveys, etc.
- Organize two rounds of editor-translator pitch sessions on Zoom, including coordinating with editors, setting up the event portal, answering inquiries from participants, conducting follow-up surveys, etc.
- Vet eligibility of applications submitted for the Emerging Translator Mentorship Program, as well as books submitted for ALTA’s translation awards (National Translation Awards, Italian Prose in Translation Award, Lucien Stryk Asian Translation Prize, First Translation Award, and Spain-USA Foundation Translation Award).
- Collect and manage data; including from award submissions, fellowship and mentorship applications, and conference presenters.
- Type, review, and properly format materials such as newsletter copy, reports, correspondence, and forms.

Knowledge, Skills & Abilities

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

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 YAMM (Yet Another Mail Merge), Eventbrite, Zoom, Doodle, PayPal, 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 (no longer than 2 pages).

For questions, please email Rachael Daum rachaeldaum@literarytranslators.org and Kelsi Vanada kelsi@literarytranslators.org.

To apply, email your cover letter and resume to **ALTA’s Program Director Kelsi Vanada** at kelsi@literarytranslators.org by **March 25, 2024**.