



# Society of American Historians

## HELP WANTED

The Society of American Historians, a small honorary society that awards annual prizes recognizing literary merit in the writing of history, is seeking someone to provide the Executive Secretary with administrative support on a very part-time basis.

The work mainly involves running and publicizing our awards contests (modest in size and scope), handling our website, billing for annual dues, and helping to organize (and to attend!) our annual prize dinner in May. In our brief busy seasons in the spring and fall we'd be looking at perhaps 10-15 hours a week on a flexible schedule, but for many months of the year little would be required.

Requirements: excellent organizational skills and experience with website upkeep; familiarity with the world of US history publishing is a plus. We *strongly* prefer someone who expects to be available for at least three years. Compensation would come in a semiannual lump sum.

The Society, founded in 1939 by Allan Nevins of Columbia's History department, has been based at Columbia for many years but is independent of the university. We do not expect any conflicts with Columbia's policies on holding multiple appointments.

If you have questions or would like to apply, please send a CV to the Executive Secretary, Prof. Andie Tucher, at [ajt21@columbia.edu](mailto:ajt21@columbia.edu). Further information on the Society can be found at [sah.columbia.edu](http://sah.columbia.edu)