George Washington Prize Paid Assistant

C.V. Starr Center for the Study of the American Experience

The C.V. Starr Center for the Study of the American Experience is seeking a paid, part-time student worker for the position of George Washington Prize Paid Assistant to help with administration of and marketing for the Prize. The George Washington Prize honors the year’s best new books on early American history, especially those that have the potential to advance broad public understanding of American history. It is one of the nation’s largest literary prizes. The position requires a minimum of 4 hours of work per week at the Starr Center located in the Custom House building on the Chestertown waterfront, at 101 South Water Street.

Hired Starr Center students will have access to paid training labs, professional-development salons, and student-proposed continuing-education workshops. Starr Center student staff are also eligible for raises and promotions within the Starr Center’s many internship positions and programs, including StoryQuest, Museum on Main Street, and the Marketing and Media Internship. Student staff often secure early invitations to the Center’s speaker series, road trips, museum visits, concert series, and fellowship dinners.

DUTIES AND RESPONSIBILITIES

• Keep records of books submitted for the Washington prize
• Contact publishers to solicit book submissions
• Liaison with the Prize jury
• Update George Washington Prize [website](#)
• Assist with mailings and meeting preparations
• Assist with Prize publicity especially on social media outlets
• Assist in other Starr Center related duties as assigned
• Participate in Starr Center training labs and professional development workshops

REQUIRED SKILLS

We are looking for a responsible and dependable student with meticulous attention to detail, familiarity with Microsoft Excel, excellent written and oral communication skills, and interest in early American history, books, and publishing.

If interested, please send a résumé and completed application form to Jean Wortman, Assistant Director, C.V. Starr Center for the Study of the American Experience at jwortman2@washcoll.edu. The application form can be downloaded at [https://www.washcoll.edu/centers/starr/starr-center-internships/](https://www.washcoll.edu/centers/starr/starr-center-internships/)