



**Position Title:** Best Practices Guide Project Assistant (temporary contract)

**Start Date:** ASAP

**Position Summary:** Heterodox Academy seeks a temporary contracted Project Assistant to produce an annotated bibliography that will follow our upcoming Best Practices Guide. The Best Practices Guide is a collection of strategies and approaches to help faculty, administrators, and staff cultivate viewpoint diversity, open inquiry, and constructive disagreement on campus. This APA style bibliography would gather peer-reviewed papers, empirical studies, rigorous public essays, and additional resources underscoring the validity and efficacy of HxA values, organized into topical areas like teaching, research, campus life, and general theory.

**Specific duties include:**

- Gather, read, and annotate peer-reviewed papers, empirical studies, public essays, and other resources that underscore the validity and efficacy of HxA values
- Compile the annotated bibliography into organized sections such as teaching, research, campus life, and general theory
- Meet virtually with the Director of Programs bi-weekly and as needed
- Other editorial duties as needed

**Required Qualifications:**

- Experience with graduate-level research and citation;
- Demonstrated experience writing annotated bibliographies;
- Fluency in APA style;
- Excellent written and verbal communication skills;
- Excellent interpersonal skills;
- Skilled at project management with the ability to meet goals and deadlines;
- Exceptional time-management skills;
- Service-oriented and a team player; display positive “can-do” attitude;
- Keen attention to detail;
- Ability to exercise good judgement and thoughtful decision making;
- Demonstrated fluency with the Microsoft Office Suite, and Google Suite for Business;
- M.A. or Ph.D. program experience strongly preferred;
- Prior work in a non-profit organization a plus.

**This temporary contract position starts immediately.** While most hours will be scheduled during the work week, for the right candidate we are happy to offer a good deal of flexibility in terms of when they will need to work.

**Knowledge, Skills, and Dispositions:** You would be a good fit for our team if the following attributes describe you:

- **Team player.** We are a small team that values collaboration, support and engagement. You enjoy being a team player, display a positive, optimistic attitude, have the ability to recognize and celebrate wins of all sizes, are open to constructive, supportive feedback, and demonstrate a commitment to consistently improve both your own performance and that of your team.



- **Political tolerance and flexibility.** We don't care what your politics are, but you must be able to respect and advocate for the inclusion of diverse people with diverse perspectives, including progressive, conservative, and libertarian ideas and scholars.
- **Excellent organizational and process skills,** including the ability to effectively track the status of ongoing projects and find needed documents and information quickly. Ability to independently organize, plan, prioritize, and carry out responsibilities, establish processes for self and others, and to finish tasks by established deadlines.
- **Excellent interpersonal skills.** Personal integrity, professionalism, empathy, resourcefulness, partnership, tact, proactive communication, and a commitment to high standards of work quality and maintaining confidentiality.
- **Persistent and creative problem-solver and opportunity-seeker.** The willingness/ability to anticipate problems, seek out information, and show persistence in finding solutions. We are a young organization with incredible potential to create positive change on college campuses. We seek an entrepreneurial colleague who can help us realize our potential.
- **Excellent oral and written communication skills.** Demonstrated ability to write clearly and powerfully; to edit and proofread; and to ensure high-quality, high-impact work.

**Reports To:** Director of Programs

**Direct Reports:** None

**Location:** Remote

**Position Type:** Contract, Temporary, Hourly

**Term:** ASAP – April 1<sup>st</sup>, 2022 (or until project completion)

**Compensation:** \$30 USD/hour up to 15 hours per week

To apply for this temporary position, please submit a cover letter, resume, and a sample annotated bibliography (3-5 citations with 2-3 sentences each) to [Jobs@heterodoxacademy.org](mailto:Jobs@heterodoxacademy.org) in PDF format.

**About the Organization:** Heterodox Academy (HxA) is an NYC-based non-partisan, non-profit collaborative of over 5,000 professors, administrators, and graduate students committed to enhancing the quality and impact of research — and improving education — by promoting open inquiry, viewpoint diversity, and constructive disagreement in institutions of higher learning.

We aspire to create college classrooms and campuses that welcome diverse people with diverse viewpoints and that equip learners with the habits of heart and mind to engage that diversity in open inquiry and constructive disagreement. We see an academy eager to welcome professors, students, and speakers who approach problems and questions from different points of view, explicitly valuing the role such diversity plays in advancing the pursuit of knowledge, discovery, growth and innovation.

We work to increase public awareness to elevate the importance of these issues on campus; develop tools that professors, administrators, and others can deploy to assess and then improve their campus and disciplinary cultures; celebrate institutions that make progress on these matters; and cultivate communities of practice among teachers, researchers, and administrators.

