The Editors of the *Journal of Middle East Women’s Studies* (miriam cooke, Frances Hasso, and Banu Gökarıksel) seek applications from advanced students enrolled in a Duke social sciences or humanities Ph.D. program for a Managing Editor assistantship that commences on **July 1, 2016**. The ideal candidate has training in Middle East studies, feminist studies, or both, and **would hold this position for two years**. Departments may nominate no more than two students.

The position involves working an average of 19 hours per week managing the editorial office of JMEWS (jmews.org and https://www.dukeupress.edu/journal-of-middle-east-womens-studies/). The fellow must attend the Middle East Studies Association Annual Meeting in 2016 (November 17-20) in Boston, MA and in 2017 in Washington, DC (all costs covered).

The JMEWS assistantship provides an annual stipend (equivalent to the Graduate School recommended stipend established each year). In addition, it pays enrollment fees and the health insurance premium for recipients who enroll in the Duke Student Medical Insurance Plan. The Editors are committed to a professionalizing experience that advances the graduate student’s career and publishing portfolio and does not delay completion of the dissertation.

**REQUIREMENTS:**

- Applicants must be enrolled Duke Ph.D. students who have completed or are scheduled to complete the preliminary exam no later than the spring 2016 semester.
- The position requires ability to work independently and efficiently, organization skills, reliability, strong commitment to confidentiality, excellent research, writing, and communication skills, and demonstrable ability to work skillfully with editors, authors, and reviewers.
• No other award (whether fellowship or service-related) may be held concurrently with this internship without special permission from the Dean of the Graduate School.
• **Completed applications must be submitted to the Editors by the DGS Assistant in a Department or Program. Applications will not be accepted directly from students.**
• As part of the application process, top-ranked candidates will be invited for an interview with JMEWS editors in January 2016.

**CHECKLIST OF APPLICATION ITEMS (SUBMITTED IN THIS ORDER):**

1. A COVER SHEET that includes:
   - Applicant Name
   - Duke Unique I.D.
   - Email
   - Department
   - Campus address and box number
   - Matriculation date
   - Date prelim was successfully completed/Projected date of prelim
2. Letter of application, including a statement of why you are interested in the assistantship and a description of your intellectual interests, research skills and experience, not to exceed three (3) pages; include a reference list and contact information at the end of the document
3. Curriculum vitae
4. Departmental endorsement letter
5. Departmental Ranking:
   - This applicant is ranked ______ out of ______ applications submitted by your department for this award.

**SUBMISSION INSTRUCTIONS:**

• The DGSA will submit completed applications directly to the Editors (mcw@duke.edu, fsh5@duke.edu, banug@email.unc.edu) as individually named pdf attachments no later than December 14, 2015.
• Incomplete applications or those incorrectly submitted will be returned to the department.
• Applications received after the deadline date will not be accepted.
• For further information about the assistantship, please contact the Editors at the email addresses above.