

New Chaucer Society Executive Assistant: Call for applications

The NCS is seeking applications for the position of Executive Assistant, who will work with incoming Executive Director Bobby Meyer-Lee in accomplishing the several operations of the society. This will be a paid, part-time, remote position, that has, among its benefits, gaining close acquaintance with NCS leadership, its membership, and the running of the society.

In the past, the NCS Executive Assistant has most often been a graduate student at whatever institution was serving as the society's home. With the evolution of the Society and of the nature of the assistant's responsibilities, we are now opening it up to any interested individual with the skill set and availability.

The assistant's primary responsibility will be maintaining and developing the NCS website, which involves posting, sending messages, creating pages, establishing registration portals, overseeing dues processing, troubleshooting technical problems, etc. In addition, the assistant will monitor and respond to some queries sent to the NCS email account, attend and record minutes at the virtual meetings of the Trustees and of some committees, and provide miscellaneous administrative support for the Executive Director.

Details:

- Term: August 15, 2026 – August 15, 2027, although this is negotiable, and the term may be renewed
- Stipend: \$15,000 for the full year, paid in three installments of \$5000
- Hours: Variable, some days with nothing at all and then some more intense periods (around the Congress, for instance), with the total substantially less than, say, delivering a university course

To apply, send to chaucer@newchaucersociety.org a CV and cover letter that describes your interests in and qualifications for the position. Application review will begin on 6 April 2026 and continue until the position is filled.