



# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Global Projects Manager
<b>Organization:</b>	Council of American Overseas Research Centers (CAORC)
<b>Location:</b>	Washington, DC
<b>Stipend:</b>	\$65,000 per year with health insurance for fellow
<b>Start Date:</b>	July 2, 2012

## ORGANIZATION DESCRIPTION

Founded in 1981, CAORC is a not-for-profit federation of 22 independent American overseas research centers that promote advanced scholarly research, particularly in the humanities and allied social sciences, with focus on the conservation and recording of cultural heritage and the understanding and interpretation of modern societies. More than 470 universities, colleges, libraries, and museums hold almost 1,200 memberships in the centers, ensuring that the centers are the focal point for the evolving needs of academic, professional, and policy-making communities in the U.S. and the host countries. In addition to providing and supporting fellowships in each of the 24 countries where CAORC member centers operate, CAORC and the centers sponsor and coordinate multi-center, multinational, and regional research and collaborative projects with diverse academic themes.

CAORC and the centers:

- support advanced research for pre-doctoral and senior scholars to enhance understanding of foreign cultures,
- teach critical and less-commonly-taught languages to U.S. students and scholars at centers in the Near and Middle East and South, Southeast, and Inner Asia,
- expand humanities research to parts of the world where research opportunities are few and access is difficult to negotiate,
- have a significant impact on thousands of American, host-, and third-country students and scholars.
- inform audiences beyond pre- and post-doctoral scholars by hosting programs for K-12 schools and undergraduate institutions, and by providing briefing materials for media outlets and government agencies,
- benefit host-country scholars and students through fellowships, public lectures, cultural preservation initiatives, and provide access to basic academic resources that are often unavailable elsewhere in their country or region.

## POSITION DESCRIPTION

Since the decades following World War II – and in some cases since the late 1800s – American overseas research centers have been the main face of U.S. academia in many countries. However, CAORC and the centers are not as well known to or inclusive of the broader U.S. academic and general audience as they

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You may *not* contact the host institution to inquire about this position.

should or need to be. And although CAORC and the centers have implemented hundreds of diverse research and collaborative projects and facilitated the work of tens of thousands of scholars, neither CAORC nor the centers have a formal program to evaluate the outcomes of the work they support.

The Global Projects Manager will work to:

- develop and implement a plan to increase recognition of CAORC and the centers in academic and association circles and to demonstrate CAORC's and the centers' impact; assist in gathering data for a CAORC Annual Report,
- broaden the network of individuals, colleges, and universities that participate with CAORC and the centers by promoting and expanding outreach to different audiences and constituencies; work with centers to become inclusive of even more diverse scholars and types of institutions; develop and distribute literature that promotes the benefits of CAORC and center activities to the wider U.S. academic world and to the general U.S. public,
- develop and implement formal evaluation systems for various CAORC and center programs; undertake a comprehensive survey and review of CAORC and center output and outcome data; maintain and analyze statistical and narrative data on CAORC and center programs and fellowships and generate reports for measuring impact; and develop and disseminate program reports as well as surveys and evaluation measures,
- participate in and contribute to other CAORC program activities as needed.

The position will report to the CAORC Executive Director, but will work directly with other CAORC staff, including the Deputy Director, Program Director, Program Manager, Program Officers, and Outreach and Alumni Officer.

## QUALIFICATIONS

- Ph.D. in a humanities or humanistic social science.
- Two or more years' administrative experience in international education/exchange, program administration, NGO, or related field; or two years of combined experiences including study abroad, volunteer, or internship positions.
- Excellent interpersonal and cross-cultural skills.
- Experience living overseas or in developing countries beneficial.
- Knowledge of U.S. and international educational organizations and systems.
- Technical skills and/or experience in surveying and evaluation highly desirable.
- Computer skills, including some familiarity with databases and statistical software highly desirable.
- Excellent administrative, analytical, research and writing skills; good problem-solving abilities; flexible, attentive to detail, self-starter, organized; able to work independently and on teams and to meet deadlines.

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- Have to be submitted through the ACLS Online Fellowship Application system ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: Wednesday, March 21, 2012, 6pm EDT

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