This position is only available through the ACLS Public Fellows program. You may not contact the host institution to inquire about this position.
Faculty Internationalization: The Associate Director will assist in developing opportunities to engage faculty in international activities. The internationalization project will include the development of a bulletin board for faculty and member institutions to find each other for exchange opportunities, options for collaborative teaching abroad, leading study tours, and initiating interdisciplinary faculty seminars. The Associate Director will:

- help design and develop plans for implementing international programs and services for faculty;
- help create a bulletin board for exchange of information;
- serve as primary liaison with a faculty advisory committee;
- research and document needs and interests of member institutions for faculty development in international education;
- identify prospective partnerships between US and international members;
- design programs with all logistical requirements including work plans, timelines and budgets; and
- participate in development efforts to identify funding sources for the initiative.

Alumni Network: As time permits, the Associate Director will assist in the creation of an ISEP Alumni Network with the possibility of offering online career services. Currently, alumni stay connected with ISEP through its Ambassador program, various on-campus activities, and Facebook. ISEP wants to connect alumni in a more systematic way to ensure access for possible research projects, network with other alumni, identify career opportunities in a global marketplace, and raise funds. The Associate Director should be willing to learn and use existing and emerging technologies to implement and manage the project.

QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Interest in international education and knowledge of cross-cultural issues
- Study abroad experience and foreign language proficiency
- Strong communication, organizational and administrative skills
- Willingness to travel
- Proficient computer skills including Microsoft Office Systems and database usage

APPLICATIONS

- Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application system (ofa.acls.org).
- Application deadline: March 27, 2013