This position is only available through the ACLS Public Fellows program. You may not contact the host institution to inquire about this position.
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- working with departmental staff to plan and organize scholarly conferences and workshops;
- participating in the development of education programs for local schools, universities, colleges, and nonprofit organizations;
- helping to organize the center’s professional development programs at such organizations as Philanthropy NY and the Council on Foundations;
- participating in center-organized sessions at professional and scholarly associations; and
- collaborating with archival staff as they work to gain greater intellectual control over the newly acquired Ford Foundation collection through initiatives to publicize this and other new collections, responding to queries about content, interacting with scholars working in these collection, and generating ideas for conference and workshop.

**QUALIFICATIONS**

- A Ph.D. in the humanities or humanistic social sciences
- Knowledge of how archives and/or philanthropies work highly desirable
- Strong communication skills both written and oral
- Ability to write for diverse audiences
- Willingness to learn new skills including editing for digital projects, conference planning and grants administration
- Strong administrative and organizational skills
- Ability to work alone and in teams

**APPLICATIONS**

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://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