



**Job Title:** Operations Assistant

**Location of Position:** New York City

**Reports to:** Manager of fellowship and public programs

**ACLS Mission and Overview:**

The American Council of Learned Societies (ACLS), a private, nonprofit federation of 75 national scholarly organizations, is the leading US representative of scholarship in the humanities and related social sciences. Since our founding in 1919, ACLS has worked to advance humanistic study by awarding fellowships and strengthening relations among learned societies. Other activities include support for scholarly conferences, reference works, and scholarly communication. ACLS currently has a staff of 27, all of whom work out of our office in New York City

**Overview of Department:**

The Office of Fellowship and Public Programs develops, administers, and evaluates innovative programs that support humanities research and broaden the relationship of humanities scholarship to society. These efforts include managing 12 fellowship and grant programs that fund research by humanities scholars—college and university faculty and graduate students, as well as independent scholars—who work in various fields of study and employ a range of research methods. Our portfolio of programs is dynamic and evolves regularly in response to changes in the humanities and higher education more generally. All fellows and grantees are selected through a rigorous peer review process.

The operations assistant joins the director of fellowship programs, the director of public programs, two program officers, two program associates, a manager, and an operations coordinator to support these programs. In the 2017-18 season, the fellowship and public programs division made over 270 awards totaling over \$20 million, selected from over 2800 applications, and drawing on the service of over 500 peer reviewers.

**Job Summary:**

The operations assistant contributes to numerous aspects of program administration. This role supports the team in the day-to-day operations of fellowship and grant competitions, the maintenance and analysis of program information and data, the organization of events connected with these programs, and research to extend the team's knowledge of the higher ed landscape. The operations assistant is often the first point of contact with office visitors, receives general inquiries, and communicates with fellows, reviewers, and applicants to troubleshoot technical issues within our online portals or administrative issues.

**Responsibilities include but are not limited to:**

- Assist with maintaining the accuracy, functionality, and integrity of program-related database records and ACLS web-based portals, including those associated with applications, fellows, and reviewers

- Work with the manager and operations coordinator to maintain, organize, and update the team's physical and electronic files
- Produce documents and other materials for use during meetings and selection committees, proofread and contribute to the drafting of website materials, and compile information to be included in reports to funders and grant applications
- Organize logistics for selection committee and other meetings on- and off-site, and help manage the events
- Draw on internal data and external sources to research and analyze trends related to applications, fellowships, and reviewers and to inform outreach efforts to ACLS constituencies
- Coordinate activities with other ACLS departments as necessary, including working with the finance team to process some fellowship-related payment requests
- Carry out administrative duties, including answering general telephone and email inquiries, greeting and directing visitors, and sorting and distributing mail to office

**Qualifications:**

- Bachelor's degree in a field of the humanities or humanistic social sciences
- Experience in an administrative position while in college or after graduation
- Robust organizational skills with an ability to multi-task
- Cheerfulness and a good sense of humor
- Collaborative mindset
- Keen attention to detail
- Facility with Microsoft Office suite programs, especially Excel
- Some familiarity with relational databases preferred
- Excellent verbal and written communication skills

**How to Apply:**

For immediate consideration, please email your resume and cover letter to the attention of the director of fellowship programs and the director of public programs at [search@acl.org](mailto:search@acl.org). Please indicate your name and "Operations Assistant, Office of Fellowship and Public Programs" in the subject line. Applications submitted without a personalized cover letter will not be considered. Due to high volume, only those candidates selected for an interview will be contacted. Thank you for your interest in career opportunities with ACLS.

ACLS is an equal opportunity employer. We are committed to creating an inclusive environment for our employees and welcome applications from all individuals, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, or military service. ACLS provides a competitive package of salary and benefits.