



# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Policy Analyst
<b>Organization:</b>	Association of American Universities
<b>Department/Office:</b>	AAU Policy
<b>Location:</b>	Washington, D.C.
<b>Salary:</b>	\$70,000 with generous benefits
<b>Start Date:</b>	9/1/2011

## ORGANIZATION DESCRIPTION

The Association of American Universities (AAU) is an organization of 61 U.S. and 2 Canadian research universities distinguished by their strong programs of research and graduate and undergraduate education. Founded in 1900 by 14 universities that offered the Ph.D., the Association today works to promote the development and implementation of national policies supporting research and scholarship, graduate and undergraduate education and to provide forum for discussion and development of institutional policies that advance the missions of the member universities.

The AAU member universities are represented in the Association by their presidents and chancellors, who meet twice a year in Washington, D.C. The Association also convenes the chief academic officers, senior research officer, graduate deans, arts and sciences deans, institutional research officers, government relations officers, and public affairs officers. The AAU Washington Office staff of 22 works with these constituencies and allied groups to carry out Association programs and projects.

## POSITION DESCRIPTION

The policy analyst will conduct research and policy analysis in support of AAU's activities. Under the supervision of the Vice President for Policy and working with other AAU policy staff, the policy analyst will collect and evaluate data, prepare papers and other written communications, and design and conduct policy studies on a range of topics of importance to research universities.

In addition to providing support for and collaborating with other AAU policy staff in carrying out the Association's programmatic objectives, the policy analyst will serve as the primary staff person conducting a major research project in one or more areas of primary interest to AAU. Among those areas and aspects of them are the following:

- undergraduate education: a comparative assessment of AAU universities to higher education nationally in basic descriptive measures such as time-to-degree and completion rates, the evolution of curricula and enrollment patterns over time, and the incorporation of research into undergraduate education,

- graduate education: a basic description of Ph.D. programs at AAU universities in terms of time-to-degree and completion rates, enrollment patterns by discipline and student diversity, the growth of interdisciplinary programs, and the mix of Ph.D. and Master's programs and the emergence of new professional Master's programs,
- international collaborations: an examination of the opportunities and obstacles to increasing collaboration between U.S. and foreign universities; the legal and regulatory challenges to establishing branch campuses overseas; the internationalization of education, research and scholarship; and the organization and funding of mutually beneficial institutional collaborations in research and graduate education.

## QUALIFICATIONS

- Ph.D. in relevant fields such as disciplines of the humanities and humanistic social sciences.
- Excellent research and analytical skills.
- Strong written and oral communication skills.
- Flexibility, initiative and good problem-solving abilities.
- Ability to work independently and as a member of a team.
- Strong quantitative skills; ability to use statistical software packages desirable.
- Interest in understanding, enhancing the capacity of research universities to serve society through strong programs of education and research.

## 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: **May 16, 2011, 3pm (EDT)**

This position is *only* available through the ACLS Public Fellows program.  
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# PUBLIC FELLOWS PROGRAM



<b>Job Title:</b>	Leadership Development Officer
<b>Organization:</b>	Council on Foundations
<b>Department/Office:</b>	Professional Development Department
<b>Location:</b>	Arlington, VA
<b>Salary:</b>	\$74,000 – 78,000 plus health benefits
<b>Start Date:</b>	9/1/2011

## ORGANIZATION / DEPARTMENT DESCRIPTION

The Council on Foundations is a national nonprofit association of approximately 2,000 grantmaking foundations and corporations. As a leader in philanthropy, it strives to increase the effectiveness, stewardship, and accountability of our sector while providing our members with the services and support they need for success. The Council is located in Arlington, VA, and serves foundations and philanthropists of all types.

## POSITION DESCRIPTION

The leadership development officer will assume responsibility for the creation of new, and enhancement of existing, Council programming designed to strengthen the leadership skills and knowledge of grantmakers and donors at various points in their careers, including foundation trustees and CEOs, mid-career professionals, and emerging leaders working in grantmaking institutions. This position will provide strategic coordination and thought leadership to both the design of the leadership development curriculum and the design of a comprehensive Council approach to leadership development in the philanthropic field, drawing on the most relevant theoretical frameworks, and existing academic and practitioner research.

With the goal of creating a comprehensive leadership development curriculum that can be modified to suit multiple grantmaker audiences (CEOs, trustees, emerging leaders, etc.) across diverse characteristics, the officer will convene Council staff and volunteers across departments to develop, vet, help market, launch, and evaluate the resulting leadership development programs. It will be critical for the leadership development officer to integrate the Council's resources, expertise and organizational philosophy into the programming to create a signature product for the Council.

This position will be situated in the Professional Development Department but will work directly with other colleagues as well, including the Assistant Vice President of Diversity and Inclusiveness.

## QUALIFICATIONS

Successful candidates will draw on a combination of these qualifications and past experiences:

- Ph.D. in a relevant field of the humanities and humanistic social sciences.
- Experience in curriculum development that accommodates various adult learning styles (both synchronous and a-synchronous) and e-learning delivery mechanisms.
- Understanding of and some experience with principles of delivering broad-based leadership frameworks to audiences characterized by diversity along several lines – cultural, learning styles, interests, etc.
- Understanding of leadership theory and its practical application.
- Program design experience and three to five years of experience managing project workflow, whether in an academic or other setting.
- Some grants and budget management experience a plus.
- Knowledge of philanthropy, and the domestic and global trends in the field, helpful.
- Sound understanding of diversity and inclusive practices.
- Excellent writing, speaking, and research skills.
- Excellent interpersonal and cross-cultural skills.
- Excellent organizational skills.
- Ability to work with a team and independently.

## APPLICATIONS

- Information on the ACLS Public Fellows program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Program Officer
<b>Organization:</b>	Institute of International Education
<b>Department/Office:</b>	Scholar Rescue Fund
<b>Location:</b>	New York, NY
<b>Salary:</b>	\$50,000 with generous benefits
<b>Start Date:</b>	8/1/2011 or 9/1/2011

## ORGANIZATION / DEPARTMENT DESCRIPTION

The Institute of International Education (IIE), an independent non-profit organization founded in 1919, is a world leader in the exchange of people and ideas. IIE administers over 200 programs serving more than 20,000 individuals each year. IIE provides a wide range of services to and manages or administers programs for many corporations, foundations, government partners, and international agencies.

IIE's Scholar Rescue Fund (SRF) provides fellowships to universities and colleges willing to host scholars whose lives or careers are threatened in their home country or region. Universities and colleges in any country may serve as hosts, and academics, researchers, and independent scholars from any country, field or discipline may qualify for support. Fellowships range from three months to one year, and may be renewable for a second term.

## POSITION DESCRIPTION

Since its inception in 2002, the Fund has continued to see a consistent increase in applications, fellowships awarded and overall workload. The July 2007 launch of the Iraq Scholar Rescue Project has added significantly to this increase in activities. Reporting to the Executive and Deputy Directors, the Program Officer will be responsible for assisting scholars in the transition from their SRF fellowship at their host campus to post-fellowship employment or other career-advancing activities. These responsibilities include advising and providing training opportunities for scholars in need; developing resource guides and job placement assistance; creating networking and professional development opportunities for SRF alumni; and maintaining statistical and narrative data for monitoring and program evaluation purposes. The Program Officer will contribute to other activities of the Fund, including general outreach activities, donor reporting, travel and events planning

Principal Responsibilities: With the direction of the Executive and Deputy Executive Directors, the Program Officer shall have the following responsibilities:

### 1. Professional Development, Outreach and General Counseling

- In close collaboration with SRF Program Officers and current host institutions, assess the post-fellowship needs of each graduating SRF scholar and SRF's capacity to assist.

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- Develop training manuals and identify professional networking opportunities through academic institutions, academic associations and fellowship organizations.
- Assist and train SRF scholars in CV writing and cover letters; provide letters of reference.
- Conduct or arrange mock job interviews.
- Expand on existing resource guides for post-fellowship employment or fellowship opportunities.
- Assist with immigration concerns such as asylum affidavits and referrals to *pro bono* counsel.
- Undertake special projects as determined by the SRF Chairman and Board.

## 2. Alumni Relations

- Reconnect and maintain contact with SRF alumni, dating back to 2002.
- Establish an interactive alumni network.
- Track general queries and correspondence with alumni and report on their activities for cultivation and program impact evaluation purposes.
- Communicate SRF alumni benefits and resources.
- Maintain alumni records in divisional databases and institute-wide tracking databases.
- Prepare and distribute SRF literature relevant to alumni activities and benefits.

## 3. Monitoring and Evaluation

- Responsible for developing and maintaining administrative systems for control of internal and external program documents related to all aspects of alumni correspondence and outreach.
- Responsible for the development and dissemination of program materials, including post-fellowship reports as well as all surveys and evaluation measures aimed at improving SRF and the services offered to grantees and partners.
- Responsible for maintaining and analyzing the Scholar Rescue Fund's statistical and narrative data on alumni.
- Responsible for generating reports for internal and external use in measuring program impact.

## QUALIFICATIONS

- Ph.D. in relevant fields such as disciplines of the humanities and humanistic social sciences.
- Two or more year's administrative experience in international education/exchange, program administration, human rights, immigration/refugee services or related field. Also acceptable are two years of combined experiences including study abroad, volunteer or internship positions.
- Knowledge of international and US educational organizations and systems (i.e.: IAU, UNESCO, ACLS, AAUP), human rights/relief/refugee organizations, or other relevant entities. Knowledge of other IIE programs and operations beneficial.
- Excellent administrative and writing skills and research, analytical ability. Attention to detail. Flexibility, initiative and good problem-solving abilities. Solid judgment and demonstrated ability to handle sensitive, confidential information in a discrete, professional manner. Ability to meet deadlines and to handle increasing levels of responsibility.
- Excellent interpersonal and cross-cultural skills. Experience living in developing countries beneficial.
- Excellent organizational skills.
- Ability to work with a team and without supervision
- Ability to handle sensitive, confidential information in a discrete, professional manner.
- Computer skills including databases and statistical software.
- Commitment to the principles and purposes of IIE and the Scholar Rescue Fund.

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## 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)).
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## PUBLIC FELLOWS PROGRAM



<b>Job Title:</b>	Program Officer
<b>Organization:</b>	The National Institute for Technology in Liberal Education (NITLE)
<b>Location:</b>	Anywhere in the continental United States (driving distance to a major airport)
<b>Salary:</b>	\$50,000-\$55,000 per year with benefits including health insurance and retirement contribution (403b)
<b>Start Date:</b>	8/1/2011 or 9/1/2011

**ORGANIZATION / DEPARTMENT DESCRIPTION**

The National Institute for Technology in Liberal Education (NITLE) helps liberal arts colleges and universities integrate inquiry, pedagogy, and technology. Established in 2001, NITLE is the key organization for liberal arts colleges and universities seeking to engage students in the unique learning experience that liberal education provides and to use technology strategically to advance the liberal-arts mission. NITLE works in a variety of areas including Digital Humanities, Libraries and Scholarly Communications, and Digital Scholarship. With its NITLE Network members, NITLE works to enrich undergraduate education and strengthen the liberal arts tradition. Under the aegis of NITLE Labs, NITLE provides opportunities to explore transformative technologies and systems that are valuable to the membership.

The makeup of the NITLE staff includes the Executive Director, Senior Executive Secretary, Associate Directors, Director of NITLE Labs, Director of Communications, the NITLE Senior Fellow (internal), NITLE Fellows (external) (link - <http://www.nitle.org/about/fellows.php>), Program Officers, Technologists, and Membership Development Coordinator. The ACLS Public Fellow can expect to work collaboratively with the NITLE Senior Fellow, Program Officers, and the Director of NITLE Labs.

NITLE is headquartered at Southwestern University in Georgetown, Texas. NITLE is a virtual organization. While some staff works from the offices at Southwestern University, the majority of the NITLE staff is distributed across the United States and work from home offices. NITLE makes extensive use of a variety of synchronous and asynchronous communications tools including videoconferencing, teleconferencing, and popular web-based tools such as Skype, Google Chat, and iChat/AIM to stay in close contact and engage in highly collaborative work in a team environment.

## POSITION DESCRIPTION

The position is open to scholars in all humanities disciplines, but we seek applicants whose work falls into one of the following broad subject areas:

- Digital Humanities
- Digital Scholarship
- Libraries and Scholarly Communication
- Gaming and Simulations
- Assessment

The position provides an opportunity to engage in research regarding the impact of digital technologies on inquiry and pedagogy. The Program Officer will undertake, publish, and present research on a relevant topic to be negotiated.

The Program Officer will work collaboratively with the NITLE Senior Fellow, NITLE Program Officers, and the Director of NITLE Labs.

## QUALIFICATIONS

- Ph.D. in relevant fields such as disciplines of the humanities and humanistic social sciences.
- Strong desire to research the impact of transformative technologies in Liberal Education.
- Excellent writing skills and research, data analysis, and analytical ability. Attention to detail.
- Flexibility, initiative and good problem-solving abilities.
- Ability to meet deadlines and to handle increasing levels of responsibility.
- Excellent interpersonal and cross-cultural skills.
- Excellent organizational skills.
- Ability to work with a team and without supervision.

The successful candidate may work from his/her home office but will have access to standard computing equipment and hardware appropriate to videoconferencing including a webcam and headset.

## 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).
- Application deadline: **May 16, 2011, 3pm (EDT)**

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Cultural Communications Specialist
<b>Organization:</b>	New York City Department of Cultural Affairs
<b>Department/Office:</b>	Department of Cultural Affairs
<b>Location:</b>	New York, NY
<b>Salary:</b>	\$50,000-55,000 with generous benefits
<b>Start Date:</b>	8/1/2011 or 9/1/2011

## ORGANIZATION / DEPARTMENT DESCRIPTION

The New York City Department of Cultural Affairs (DCLA) provides funding, technical assistance and promotional support for 33 City-owned cultural institutions as well as more than 1500 not-for-profit cultural organizations and programs throughout the five boroughs. This constituency represents a diverse array of internationally renowned and community-based organizations, including performing arts centers, museums, theaters, wildlife centers, botanical gardens, visual arts and film centers, and arts education.

## POSITION DESCRIPTION

The New York City Department of Cultural Affairs (DCLA) and The Fund for the City of New York (FCNY) are providing this opportunity for recent doctorates interested in public sector grant management, research and policy-making impacting the City's not-for-profit cultural field. Interested candidates will perform critical research, analysis and support on long-term initiatives and projects to promote and serve the City's not-for-profit cultural community.

The Cultural Communications Specialist will provide research and project management support for special agency initiatives working with the Deputy Commissioner and executive staff. Assignments will include ongoing research initiatives and messaging around the City's cultural community. Projects will include but not be limited to the following:

- research and planning for the development of real estate to support the workspace needs of the artist community;
- planning and support for professional development convenings for managers and leaders of cultural organizations to highlight best practices and emerging management techniques;
- researching trends in public and private funding to the arts community, fiscal trends of arts organizations and various public relations issues that impact the Agency and the field.

## QUALIFICATIONS

- Ph.D. in relevant fields such as disciplines of the humanities and humanistic social sciences.
- Experience in not-for-profit cultural organizations and/or the public sector. Interest in and awareness of issues in funding for the arts.
- Excellent research, analytical, and writing skills.
- Facility for collecting and distilling information and data.
- Experience and strong abilities in organizing and planning professional events.
- Flexibility, initiative, and good problem-solving; ability to move with shifting priorities.
- Ability to meet deadlines and to handle increasing levels of responsibility.
- Excellent interpersonal and cross-cultural skills.
- Ability to work with a team and without supervision.
- Commitment to DCLA's mission of supporting and strengthening New York City's vibrant cultural life through public funding for not-for-profit cultural organizations.

## 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))
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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Cultural Programs Specialist
<b>Organization:</b>	New York City Department of Cultural Affairs
<b>Department/Office:</b>	Community Development Fund
<b>Location:</b>	New York, NY
<b>Salary:</b>	\$50,000-55,000 with generous benefits
<b>Start Date:</b>	8/1/2011 or 9/1/2011

## ORGANIZATION / DEPARTMENT DESCRIPTION

The New York City Department of Cultural Affairs (DCLA) provides funding, technical assistance and promotional support for 33 City-owned cultural institutions as well as more than 1500 not-for-profit cultural organizations and programs throughout the five boroughs. This constituency represents a diverse array of internationally renowned and community-based organizations, including performing arts centers, museums, theaters, wildlife centers, botanical gardens, visual arts and film centers, and arts education.

## POSITION DESCRIPTION

The New York City Department of Cultural Affairs (DCLA) and The Fund for the City of New York (FCNY) are providing this opportunity for recent doctorates interested in public sector grant management, research and policy-making impacting the City's not-for-profit cultural field. Interested candidates will perform critical research, analysis and support on long-term initiatives and projects to promote and serve the City's not-for-profit cultural community.

The Cultural Programs Specialist will manage grant-giving to arts and cultural organizations, performing data analysis, and providing technical assistance to grantee organizations.

The Programs Specialist will assume grant administration duties managing an individual portfolio of the Agency's \$27M Community Development Fund (CDF). Last year, the Agency managed 900 applications and funded 600 awards to the City's arts and cultural organizations for cultural program activities. The Programs Specialist will report to the Assistant Commissioner for Programs Services and work as part of a team of specialists who manage, dispense and monitor CDF funding, and provide technical assistance.

The Programs Specialist will be responsible for guiding a portfolio of 130 organizations through the CDF applicant process, participate in informational training sessions, review applications and orally present funding applications to 20 competitive funding review panels. The Programs Specialist will also monitor and report on grantee events and activities, perform fiscal analysis of grantees, advise on budget adjustments and monitor contract compliance by organizations.

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## QUALIFICATIONS

- Ph.D. in relevant fields such as disciplines of the humanities and humanistic social sciences.
- Experience in not-for-profit cultural organizations and/or the public sector.
- Experience in program administration and/or grant-making.
- Excellent research/writing skills and analytical/organizational abilities.
- Flexibility, initiative, and good problem-solving; ability to move with shifting priorities.
- Solid judgment and demonstrated ability to handle sensitive, confidential information in a discreet, professional manner.
- Ability to meet deadlines and to handle increasing levels of responsibility.
- Facility for interacting with various stakeholders: organizational partners, reviewing panelists, grantees, and the general public.
- Excellent interpersonal and cross-cultural skills.
- Ability to work with a team and without supervision.
- Commitment to DCLA's mission of supporting and strengthening New York City's vibrant cultural life through public funding for not-for-profit cultural organizations.

## APPLICATIONS

- Information on the ACLS Public Fellows program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Various
<b>Organization:</b>	United States Department of State
<b>Department/Office:</b>	Various
<b>Location:</b>	Washington, D.C. (with the exception of the U.S. mission to the UN, located in New York, NY)
<b>Salary:</b>	\$70,000; dependent upon experience
<b>Special Requirements:</b>	U.S. citizenship, security clearance
<b>Start Date:</b>	Variable: may take up to 6 months due to security clearance

## ORGANIZATION / DEPARTMENT DESCRIPTION

The U.S. Department of State is the federal executive department with responsibility for the nation's international relations. It was the first cabinet department created when Congress first met in 1789. ACLS has arranged to place Public Fellows at the State Department in cooperation with the Department's own Franklin Fellows Program, an innovative executive development vehicle that brings knowledge from outside the Department to bear on global issues of vital importance to the United States such as the environment, counterterrorism, human rights, HIV/AIDS and other trans-national diseases, trade and financial policy.

## POSITION DESCRIPTION

Two ACLS Public Fellows will be matched with offices in the Department of State and the U.S. Agency for International Development (USAID) in conjunction with the Franklin Fellows Program. The Public Fellows will be integrated into the substantive work of the bureau where they are placed. Fellows may work with other government entities, such as Congress, the White House, the Departments of Defense, Commerce, Homeland Security and other Executive Branch agencies, depending on their duties.

Please consult the 100+ possible positions available at the Department at <http://www.careers.state.gov/FF> at the bottom of the page under "Position Descriptions."

The following three examples illustrate, but do not exhaust, the range of opportunities open to Public Fellows:

### **Office of the Secretary, Office of the Special Representative to Muslim Communities Muslim Engagement Specialist (S/SRMC)**

The Specialist will assist the Special Representative by developing and implementing Muslim engagement initiatives around the world, in coordination with our Embassies, interagency partners, private sector partners, educational institutions and NGOs.

This position is *only* available through the ACLS Public Fellows program. You may *not* contact the hosting agency or the Franklin Fellows Program to inquire about these positions.

The Specialist will creatively use social media websites, including Facebook and Twitter, to develop and enhance the Special Representative's online engagement with young people around the world.

The Specialist will work with U.S. embassies overseas and with regional bureau colleagues to develop new initiatives overseas, as well as initiatives that can be supported from Washington; draft policy papers and memos for the Secretary and other senior interagency officials, and monitor intelligence reporting, cables, and articles by other organizations that contribute to our understanding of Muslim communities overseas; support the Special Representative by preparing briefing materials prior to the Special Representative's travel and accompany the Special Representative on official travel as needed.

**Bureau of Democracy, Human Rights, and Labor (DRL)  
Human Rights/Democracy Promotion Specialist**

The Specialist will maintain responsibility for a given set of countries in which he/she is expected to develop expertise in human rights and democracy issues.

The Specialist will draft briefing documents for Bureau and Department leaders on human rights issues in assigned countries; review press guidance and other internal Department documents concerning human rights and democracy in assigned countries; edit, redraft and conduct research on assigned countries for inclusion in the annual Country Reports on Human Rights Practices; review and monitor democracy and human rights grants programs in assigned countries; liaise with other bureaus at State, and within the interagency and the NGO community to develop and coordinate strategy and policy on priority issues; conduct vetting of foreign candidates for international assistance programs to ensure that global human rights standards are upheld; provide background and guidance to the Department of Homeland Security and U.S. Immigration Courts for their use in adjudicating asylum claims; respond to Congressional and other requests for information regarding human rights in assigned countries.

**US Agency for International Development, Africa Bureau Office  
Conflict, Peacebuilding, and Governance Division  
Conflict and Peacebuilding Expert (USAID/AFR/SD/CPG)**

The Fellow/Expert will provide advice and guidance to the Africa Bureau in Washington and Africa-based democracy and governance officers on decentralization, local governance, and possible programming.

The Expert will continue and advance research on African decentralization experiences, deepening the Division's understanding of country experiences, themes, or issues raised in the "Assessment" (such as Nigeria or fiscal decentralization) or expand upon the report with research into additional countries (such as Kenya or Somalia); enhance the Division's outreach on democracy and governance issues through oral presentations and written material; build the

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Division's network of contacts and experts on decentralization, subnational levels of governance, and public service delivery in Africa; and assist with outreach and relationship building with businesses, NGOs, foundations, and academic institutions, as well as across the U.S. Government.

## QUALIFICATIONS

All ACLS Public Fellows must hold a Ph.D. in a field of the humanities or humanistic social sciences.

Applicants should formulate their cover letter and resume for a specific position chosen from the pdf available at the bottom of <http://www.careers.state.gov/FF> under "Position Descriptions" and will additionally be asked to rank-order 3 other positions at the State Department that interest them. Applications need to be submitted through the ACLS Online Application Portal (OFA), not directly to the Franklin Fellows Program.

Please note that the start date may differ per position due to vacancy and/or for security clearance. Each position offered at the Department of State and the US Agency for International Development lists specific qualifications, but most include:

- Strong writing and oral communications skills and a background in research and analysis.
- Ability to work under deadline and take on increasing levels of responsibilities/tasks in a fast-paced environment.

## APPLICATIONS

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