



# 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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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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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Program Coordinator and Analyst, Anvil Academic Publishing
<b>Organization:</b>	Council on Library and Information Resources (CLIR)
<b>Location:</b>	Washington, DC
<b>Stipend:</b>	\$60,000 per year with health insurance for fellow
<b>Start Date:</b>	July 2, 2012

## ORGANIZATION DESCRIPTION

CLIR is an independent, nonprofit organization that forges strategies to enhance research, teaching, and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning. It seeks to: 1) foster new approaches to the management of digital and nondigital information resources so that they will be available in the future; 2) expand leadership capacity in the information professions; and 3) analyze changes in the information landscape and help practitioners prepare for them.

CLIR and the National Institute for Technology in Liberal Education (NITLE), working with leading liberal arts colleges and universities, have launched a broad-based, collaborative publishing experiment that is scalable, widely adoptable, low-cost, and readily accessible by scholarly authors and readers. The project, called *Anvil Academic Publishing*, is a new digital academic publishing platform designed to address both the current crisis in academic publishing and the opportunities presented by digital technology, particularly the emergence of portable electronic reading/writing devices. The publishing platform is fully digital, with titles published on the Web and as apps on portable devices.

## POSITION DESCRIPTION

The Program Coordinator and Analyst will have two related areas of responsibility: 1) program coordination, working closely with all aspects of the new publishing venture—peer review, editorial work, technical architecture, format/presentation of the scholarly end product, and the web environment—and 2) analysis of the various functions for optimal coherence and productivity. This position offers a unique opportunity to engage with new forms of scholarly expression and publishing methods. Rigorous quality standards are requisite to the success of Anvil, as is ongoing adaptation to technological progress. The publishing paradigm is new, and will likely entail new definitions over time of evaluating credible scholarly discourse. This will in turn require thorough documentation, in as open a fashion as possible, of the process, progress, thinking, and vision. The program coordinator and analyst will be an invaluable addition to this sequence of activities.

Working with the publisher, editor in chief, peer review boards, and the technology team, the Program Coordinator and Analyst's activities will focus upon:

- research and evaluation of available open-source and purchasable/licensable publishing platforms and programs (e.g., CommentPress, Digress.it, jiscpress.org, NINES's Exhibit Builder, etc.),
- working with NITLE Labs on building proof-of-concept Anvil prototypes,

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- assisting with title production on prototype platforms,
- developing demonstration title(s) showing the potential of Anvil,
- exploring portable-device app publication possibilities,
- serving as liaison with participating member institutions,
- documenting workflow and efficacy of the Anvil enterprise.

Additional duties will include:

- outreach to digital humanities organizations, appropriate scholarly societies, leading thinkers, and participants in the digital scholarship space,
- publishing articles about Anvil's vision and plan in academic outlets,
- providing updates and narrative in social media of Anvil progress.

## QUALIFICATIONS

- Ph.D. in the humanities and humanistic social sciences.
- Current understanding of new technologies and forms of scholarly expression in digital humanities and in the technologies pertinent to current publishing experiment.
- Excellent research and analytical skills.
- Strong written and communication skills.
- Flexibility, initiative and good problem solving abilities.
- Ability to work independently and as a member of a team.
- Interest in enhancing the capacity of research universities and liberal arts colleges to serve society through innovative research and publishing models.

## 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>	Assistant Director of Athletics, Physical Education, and Recreation
<b>Organization:</b>	Carnegie Mellon University
<b>Department/Office:</b>	Department of Athletics, Physical Education, and Recreation
<b>Location:</b>	Pittsburgh, PA
<b>Stipend:</b>	\$60,000 with health insurance for fellow and additional benefits
<b>Start Date:</b>	July 2, 2012

## UNIVERSITY DESCRIPTION

Carnegie Mellon University is a global research university with more than 11,000 students, 75,000 active alumni and more than 4,000 faculty and staff. Recognized for its world-class arts and technology programs, collaboration across disciplines and leadership in education, Carnegie Mellon is consistently a top-ranked university.

## UNIVERSITY ATHLETIC ASSOCIATION

The University Athletic Association, a national NCAA Division III athletic conference founded in the summer of 1986, is a bold statement of what college athletics can and should be. UAA members share the belief that it is highly desirable and possible for a group of committed institutions to conduct a broad-based program of intercollegiate athletics for both men and women; that it is beneficial to compete with like academic institutions spread over geographically expansive areas; and that it is possible to seek excellence in athletics while maintaining a perspective which holds the student-athlete and the academic mission of the institution as the center of focus. Members of the UAA believe that academic and athletic excellence is not mutually exclusive. The eight members of the UAA are Brandeis University, Carnegie Mellon, Case Western Reserve University, the University of Chicago, Emory University, New York University, the University of Rochester and Washington University in St. Louis. All members are private, research universities situated in major metropolitan areas.

## POSITION DESCRIPTION

Under the supervision of the Director of Athletics, Susan Bassett, the Assistant Director of Athletics, Physical Education, and Recreation will have involvement with all aspects of leading and managing the comprehensive athletics and recreation program at Carnegie Mellon University. The Assistant Director will have responsibility for initiatives related to academic welfare of student-athletes and intercollegiate athletics programs in general.

Specific responsibilities for the Assistant Director include:

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- responsibility for implementing and facilitating the College Liaison Project. College liaisons are senior faculty members who work in partnership with each college to address student concerns across a broad range of issues. The college liaison is a source of information for faculty and staff regarding athletics department resources and for the athletics department regarding student and academic issues. Now in its second year, the program has had a positive impact on the campus community but, with further attention and leadership, it will have a more significant influence on all constituents.
- leading the department to full implementation of the Faculty Fellows Program. In the fall of 2010, the athletics department embarked on the implementation of a “Faculty Fellow” program to engage faculty as “advisors” and academic liaisons with each of our intercollegiate athletics programs.
- identify candidates for NCAA Postgraduate Scholarships and other academic awards and martial the nominee through the application process, including securing appropriate endorsements and recommendations. The Assistant Director will work closely with the Undergraduate Research Office to identify opportunities for student-athlete scholarship, recognition and research.
- work with the Assistant Director of Athletics on initiatives related to developing promotions for intercollegiate athletics contests on campus with the purpose of building crowds and community engagement.
- work with the Associate Director of Athletics on the operation and management of intercollegiate contests, including staffing and supervision of events.
- assist the Director of Athletics with coordinating development initiatives and fundraising efforts related to the current effort to raise \$30-50 million for athletics facility development over the next five years.
- work with Alumni Relations and Sports Information to research and create an accurate athletics database with current contact information for all former student-athletes at Carnegie Mellon University.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences.
- Demonstrated interest in intercollegiate athletics.
- Ability to work with faculty, staff and community constituents.
- Ability to recognize and deal appropriately with confidential and sensitive information.
- Excellent communication, interpersonal and leadership skills.
- Experience and interest in the area of marketing and promotions desirable.
- Ability to manage concurrent projects and responsibilities.
- Strong student service orientation.
- Evening and weekend hours are required.

## APPLICATIONS

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## QUALIFICATIONS

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- Ability to work with faculty, staff and community constituents.
- Ability to recognize and deal appropriately with confidential and sensitive information.
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- Ability to manage concurrent projects and responsibilities.
- Strong student service orientation.
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<b>Job Title:</b>	Policy Analyst
<b>Organization:</b>	Consumers Union
<b>Department/Office:</b>	West Coast Office
<b>Location:</b>	San Francisco, CA
<b>Stipend:</b>	\$60,000 per year with health insurance for fellow and additional benefits
<b>Start Date:</b>	July 2, 2012

## ORGANIZATION DESCRIPTION

Consumers Union is a not-for-profit organization founded in New York in 1936 with the mission to work for a fair, just and safe marketplace for all consumers. Consumers Union is the advocacy division of Consumer Reports, with offices in New York, Washington, DC, Texas, and California. Consumers Union's West Coast Office was founded in San Francisco in 1975. For 75 years, Consumers Union's constituency has been solely the consumer. It buys and tests products and services, just as consumers would buy and use them. It informs consumers about the best and worst in the marketplace through its flagship magazine, *Consumer Reports*, its other publications, and its website at [www.ConsumerReports.org](http://www.ConsumerReports.org). Its advocacy division protects consumers by giving a voice to their concerns in federal and state legislatures and regulatory agencies. When circumstances, laws, or common practice are unfavorable to consumers, it works to shift the balance of power in their favor. It exposes abuses and works to change the marketplace through policy research and published reports, lobbying, grassroots and media campaigns, social networking, engaging its nearly one million consumer activists, and collaboration with other groups in the fight to advance pro-consumer goals. Independence is a cornerstone of the trust that consumers have placed in Consumers Union over many decades. Free of ads and free of commercial ties, Consumer Reports and its advocacy arm, Consumers Union, is an expert, independent, nonprofit organization that exists only for consumers.

## POSITION DESCRIPTION

The Policy Analyst will join a team or teams of policy experts, organizers, researchers, and media experts on programmatic and national campaign teams that focus on Food Safety, Product Safety, Financial Services, Health Reform, Patient Safety, Energy, Telecommunications or Privacy. The team placement of the Policy Analyst will depend upon current advocacy activities, which may be predicated on what's happening in the policy arena, the marketplace, and the news at any given time. The Policy Analyst will be engaged in various activities in support of the objectives of the program teams, including legal and policy research, policy analysis and development, various kinds of writing exercises for different audiences (policymakers, the public, the Web, the media), federal and state lobbying, social networking, developing consumer stories, and working with our most highly engaged volunteers to advance consumer protections.

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## QUALIFICATIONS

- Ph.D in the humanities or humanistic social sciences.
- Excellent research and analytical skills.
- Excellent written and oral communication skills.
- Flexibility, initiative and good problem-solving abilities.
- Ability to work well in teams.
- Ability to work independently and ask for help when needed.
- Intrinsic motivation to produce the highest quality work; a self-starter.
- Ability to relate to and interact well with people; is approachable and friendly.
- Fearless about diving into and delving deeply into new subjects.
- Interest and/or commitment to working in the public interest.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Associate Director
<b>Organization:</b>	Forum on Education Abroad
<b>Location:</b>	Carlisle, PA
<b>Stipend:</b>	\$55,000 per year with health insurance for fellow
<b>Start Date:</b>	July 2, 2012

## ORGANIZATION DESCRIPTION

The Forum on Education Abroad is a nonprofit global membership association of over 600 U.S. and foreign colleges and universities, study abroad provider organizations and agencies that sponsor education abroad programs that account for over 90% of the U.S. students participating in study abroad. Recognized by the U.S. Department of Justice and the Federal Trade Commission as the Standards Development Organization (SDO) for education abroad, the Forum is the only organization whose exclusive purpose is to represent and serve the field of education abroad. The Forum sets the standards and guidelines for education abroad, and through its conferences, workshops, events, publications, resources, and research and data collection efforts, advances the field and supports its member institutions. Its annual conference attracts 1,500 people from around the world and is the largest and most important education abroad gathering. The Forum's Quality Improvement Program, akin to an accreditation process, is recognized as the definitive means by which education abroad programs are judged. The Forum is hosted by Dickinson College in Carlisle, Pennsylvania, which provides complete office and infrastructure support to the Forum.

## POSITION DESCRIPTION

The Associate Director will be involved in a wide range of projects and initiatives in support of the overall mission of the Forum. Under the supervision of the President/CEO and working together with other Forum staff, the Associate Director will collect and evaluate data, prepare papers and other written communications, and design and conduct studies on topics of interest to the education abroad field. The Associate Director will be involved in daily networking with leaders in international education around the world, and will meet face-to-face with colleagues at events such as the Forum conferences.

In addition to providing support for and collaborating with other staff in carrying out the Forum's programmatic objectives, the Associate Director will serve as the primary staff person managing major projects on education abroad teaching and pedagogy and education abroad curricula in order to promote and advance the academic nature and purposes of education abroad. Specifically, the Associate Director will have primary responsibility for the following:

- development of an online toolbox of best practices in education abroad teaching and pedagogy by working with faculty, resident directors and education abroad colleagues at Forum member institutions. Will also contribute to the planning and execution of a major Standards of Good Practice Institute to be centered on education abroad teaching and pedagogy to be convened on the campus of a Forum member institution,

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- development of an online toolbox of best practices in the development of education abroad curricula in a wide variety of academic and professional fields of study. As education abroad has expanded to include a greater variety of academic disciplines there is a need to document and disseminate best practices in how these disciplines approach the development of education abroad programs and curricula. Will also contribute to the planning and execution of a second major Standards of Good Practice Institute to be centered on this topic.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences.
- Proficiency in one or more foreign languages.
- 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.
- Interest or experience in international education.
- Willingness to travel.
- Motivation to help to advance the field of education abroad.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Program Officer, Leadership and Alumni Development
<b>Organization:</b>	German Marshall Fund of the United States (GMF)
<b>Department/Office:</b>	Transatlantic Leadership Initiatives
<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

The German Marshall Fund of the United States (GMF) is a non-partisan American public policy and grant-making institution dedicated to promoting better understanding and cooperation between North America and Europe on transatlantic and global issues.

## POSITION DESCRIPTION

GMF seeks a creative and accomplished professional to become the Program Officer for Leadership and Alumni Development in Washington, DC. The Program Officer will oversee the identification, cultivation, and selection of business, government and NGO leaders from the U.S. and Europe who are candidates for GMF leadership development fellowships. In addition, the Program Officer will be responsible for developing and implementing a strategy for life-long learning relationships with GMF alumni. Activities may include regional, national, and transatlantic convening, as well as implementation of advanced leadership development opportunities for alumni over the course of their careers.

The Program Officer will be in charge of all management and administrative aspects of the regional outreach, nomination, selection processes, orientations, alumni relations, network-building, and deployment efforts. The Program Officer will be a member of the Transatlantic Leadership Initiatives Department and will work under the direction of the Director of Transatlantic Leadership Initiatives. The Program Officer will oversee the strategic recruitment of leaders based on future trends in the transatlantic community.

Responsibilities include:

- design and manage the processes for recruitment of emerging leaders for GMF's leadership development programs,
- manage outreach, cultivation, and selection of participants with regional partners/coordinators, as well as GMF alumni, supporters and friends,
- evaluate and negotiate selection partnership agreements,
- ensure recruitment and selection process is in line with GMF mission, program areas, and transatlantic leadership development strategy and aligned with current and future trends,

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- in collaborations with team members, develop program briefing materials, orientations, and learning process that contributes to the leadership development of Fellows,
- lead the development of alumni communications efforts in coordination with the Communications department,
- develop and manage strategy for engaging alumni in GMF programs based on content expertise, volunteering to advance GMF's mission, participation in alumni/individual giving, as well as cultivation of new revenue as appropriate,
- track alumni data, including professional progress and involvement in GMF activities and events,
- as appropriate, qualify and recommend alumni for participation in other GMF or partner activities,
- assist alumni to develop their own leadership activities
- lead development of new alumni programs including fee-for-service alumni study trips,
- lead development of annual convening of alumni for conference(s) in the U.S. and Europe,
- conduct research and development on new leadership development opportunities,
- lead solicitation of alumni in alumni giving campaigns,
- assist in the solicitation of corporate and foundation grants that will support GMFs alumni development activities.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences.
- Excellent written and oral English language skills and ability to communicate ideas persuasively; second language skills, preferably in French, German, or Italian.
- Strong understanding about diversity, cross-sector, and cross-cultural leadership development.
- Ability to coordinate conference or seminar agendas and logistics.
- Highly organized and able to handle multiple projects simultaneously.
- Highly proficient with Word, Excel and PowerPoint; experience using fundraising software desirable.
- Willingness to travel.
- Experience in managing complex relationship, volunteers, and outreach activities.
- Strong project management skills including planning, analysis, decision making, and problem solving.
- Strong relationship building skills and ability to work directly with a range of leaders across sectors and with both high-level and emerging leaders.
- Strong interpersonal and communication skills.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Human Rights Researcher/Advocate
<b>Organization:</b>	Human Rights Watch
<b>Department/Office:</b>	Program Office
<b>Location:</b>	New York, NY or Washington, DC
<b>Stipend:</b>	\$60,000 per year with health insurance for fellow
<b>Start Date:</b>	July 2, 2012

## ORGANIZATION DESCRIPTION

Human Rights Watch (HRW) is dedicated to protecting the human rights of people around the world. It stands with victims and activists to prevent discrimination, to uphold political freedom, to protect people from inhumane conduct in wartime, and to bring offenders to justice. It investigates and exposes human rights violations and hold abusers accountable. It challenges governments and those who hold power to end abusive practices and respect international human rights law. It enlists the public and the international community to support the cause of human rights for all.

HRW operates in approximately 40 countries and its rigorous, objective investigations and strategic, targeted advocacy build intense pressure for action and raise the cost of human rights abuse. For more than 30 years, Human Rights Watch has worked tenaciously to lay the legal and moral groundwork for deep-rooted change and has fought to bring greater justice and security to people around the world.

## POSITION DESCRIPTION

The researcher/advocate will monitor human rights developments in one or more countries, conduct on-site investigations, interview victims and witnesses of human rights abuses and others, draft reports on human rights conditions, and engage in advocacy and media outreach aimed at publicizing and curtailing human rights violations. The researcher/advocate will be assigned one or more research projects. Selected project(s) will require monitoring and documenting human rights abuses specific to a country or a region (such as Africa, Asia, the Middle East, North Africa, Central Asia, etc.) and/or thematic area (such as women's rights, children's rights, LGBT rights, international justice, etc.).

The Human Rights Researcher/Advocate will:

- monitor and document human rights abuses by conducting interviews with victims and witnesses of human rights abuses as well as by collecting and analyzing information from a wide variety of sources including governments, local media, NGOs, journalists, diplomats, security forces and others in the field,
- write and publicize reports, briefing papers, letters, news releases, op-eds, and submissions to international bodies based on the findings of the research,



- create (together with relevant HRW staff) multimedia products to further publicize and develop (together with relevant HRW staff) advocacy strategies for work with government officials, opinion leaders, partner NGOs, regional and international agencies to change abusive laws, policies, and practices and bring perpetrators to justice,
- develop (together with relevant HRW staff) media and communications strategies to promote HRW's findings and recommendations to the widest possible audience to advance the impact of the work,
- engage with media including, but not limited to, responding to press inquiries, reaching out to editors, journalists and others to promote HRW research, and holding press conferences to publicize HRW research and recommendations,
- present human rights concerns and recommendations for policy and other changes to government officials, opinion leaders, colleagues in the human rights community and inter-governmental agencies, and other organizations,
- work closely with colleague NGOs and local human rights organizations to ensure that HRW's work complements and enhances their work; liaise effectively with HRW staff located in multiple locations throughout the world to ensure effective coordination and delivery of activities,
- travel domestically and overseas as required,
- carry out any other duties as required.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences.
- Ability to identify, research, analyze, and effectively communicate important human rights developments in the area of specialty in a timely and sophisticated fashion.
- Ability to conduct interviews with a variety of subjects including victims and witnesses of human rights abuses, relatives of victims, perpetrators of abuses, government officials, representatives of diplomatic missions, academic and other experts.
- Ability to identify and advise the Director/Department in developing and implementing advocacy strategies in order to seize advocacy opportunities.
- Excellent oral and written communication skills in English and strong organizational skills
- Capacity to think creatively and strategically, to work independently and as a team, and to work effectively under pressure
- Highly desirable are skills in using media to further advocacy goals, background and commitment to human rights, proficiency in another language and familiarity with countries or regions where serious human rights violations occur.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Associate Development Officer
<b>Organization:</b>	The Metropolitan Museum of Art
<b>Department/Office:</b>	Development Office
<b>Location:</b>	New York, NY
<b>Stipend:</b>	\$50,000 per year with health insurance for fellow and additional benefits
<b>Start Date:</b>	July 2, 2012

## ORGANIZATION DESCRIPTION

The Metropolitan Museum of Art (“the Museum”) is one of the world’s largest and finest art institutions. Its collections include more than two million works of art spanning 5,000 years of world culture, from prehistory to the present, and from every part of the globe. Several hundred thousand works of art are on display at any given time throughout its galleries. Seventeen curatorial departments all acquire, preserve, and present works of art, as well as publish scholarly volumes in accordance with the Museum’s mission. In addition, each year the Museum mounts approximately twenty-five special exhibitions based on works in the permanent collection from public and private collections around the world. Ranging from small, focused installations to large, international loan exhibitions, most are accompanied by a catalogue and an array of educational activities to help visitors explore the works of art, artists, culture, and ideas being presented. The Museum is also deeply committed to the conservation of its collections, and the expertise of the conservation staff is internationally renowned.

Under the dynamic leadership of the Museum’s Director, Thomas P. Campbell, the executive and curatorial team has identified new major initiatives and institutional priorities that are designed to continue to position the institution for the future, to reach out to new audiences and broaden the base of visitors, both actual and virtual, by maximizing technology. Several of the Museum’s major gallery spaces require rebuilding and reconfiguration in order to optimize the space and the display of the collection. The Museum is therefore developing a major capital campaign—the largest in the institution’s history—to support these initiatives.

## POSITION DESCRIPTION

The Associate Development Officer will have a broad range of responsibilities within the Museum’s capital campaign, as well as within the Government and Foundation area with a focus on written communications and capital project fundraising. Working with campaign staff, the Associate Development Officer will gather information and prepare correspondence, project descriptions, reports, and proposals for a range of Museum activities. In addition, he/she will assist with the campaign’s newsletter, produced twice per year; campaign events; and committee meetings, as necessary.

While providing support for and collaborating with other Museum campaign staff in raising funds, the Associate Development Officer will learn the fundamentals of fundraising and how a capital campaign is structured; how to craft funding proposals and reports for individuals, foundations, and government agencies; how to cultivate and steward a portfolio of campaign prospects; and to research prospects, work with a fundraising database, and develop budgets.

Other responsibilities may include:

- close interaction with the Development Office's Research area to assist in efforts to identify new prospects and evaluate giving potential of top prospective campaign donors,
- participation in face-to-face donor cultivation events, including curatorial tours, receptions, and events,
- interaction with the Development Office's Planned Giving program to participate in efforts to identify potential donors and cultivate and secure various forms of planned gifts that may be counted toward the Campaign's goal.

## QUALIFICATIONS

- Ph.D. in the humanities and humanistic social sciences.
- Excellent written and oral communication skills, organization skills, and attention to detail.
- Ability to analyze and synthesize complex material.
- Must be highly motivated and able to function in a fast-paced environment.
- Strong interpersonal skills.
- Ability to work independently and as part of a team.
- Flexibility, initiative, and good problem-solving skills.
- Interest in furthering the mission of the Museum.

## 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>	Legislative Studies Specialist
<b>Organization:</b>	National Conference of State Legislatures
<b>Department/Office:</b>	Trust for Representative Democracy/Legislative Management Program
<b>Location:</b>	Denver, CO
<b>Stipend:</b>	\$65,000 per year with health insurance for fellow and additional benefits
<b>Start Date:</b>	July 2, 2012

## ORGANIZATION DESCRIPTION

The National Conference of State Legislatures (NCSL) is a bipartisan organization that serves the legislators and staffs of the nation's 50 states, its commonwealths and territories. NCSL provides research, technical assistance and opportunities for policymakers to exchange ideas on the most pressing state issues. NCSL's Legislative Management program provides research, technical assistance, project management, publications and training services regarding the organization, operation and management of state legislatures, issues related to elections, campaigns, ethics, and the skills necessary for legislators and staff to effectively execute their legislative roles and responsibilities. NCSL's Trust for Representative Democracy is a public outreach and education program designed to improve public understanding of state legislatures and Congress and to address the problems of public distrust and cynicism toward government.

## POSITION DESCRIPTION

The Legislative Studies Specialist will conduct research and write about America's state legislatures as institutions—their organization, procedures, structure, management and relationships to other democratic institutions and the public. The specialist will work jointly for the Legislative Management program and the Trust for Representative Democracy under the joint supervision of Karl Kurtz, director of the Trust for Representative Democracy, and Brian Weberg, director of the Legislative Management program.

The Specialist will conduct major research projects on institutional issues and write and publish articles in NCSL's State Legislatures magazine and its blog, *The Thicket*, and write policy reports and briefs. The specialist will interact with legislators and legislative staff from across the nation. Examples of the types of questions on which the fellow will work include:

- transparency and open government—What laws and practices make a difference in improving the transparency of state legislative processes?
- committees and committee procedures—How have committee operations in legislatures changed over time? What steps can be taken to strengthen the role of legislative committees in shaping legislation?

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- political and social environment—How have legislative practices changed as a result of technological and social change? How best can legislatures adapt to these changes?

In addition to research, the fellow will participate in developing educational materials and curricula to improve public understanding of representative democracy.

## QUALIFICATIONS

- Ph.D. in relevant fields such as disciplines of the humanities and humanistic social sciences.
- Exceptional communication, research, analytic and organizational skills.
- Excellence in working effectively with legislators and legislative staff and dealing with politically sensitive constituencies.
- Exceptional skill in working independently and under pressure on multiple projects.
- Knowledge of state government, legislatures and federalism desirable.
- Able to maintain confidentiality and handle politically sensitive work.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Assistant Director, Digital Initiatives and Services
<b>Organization:</b>	Newberry Library
<b>Department/Office:</b>	Digital Initiatives
<b>Location:</b>	Chicago, IL
<b>Stipend:</b>	\$55,000 per year with health insurance for fellow and additional benefits
<b>Start Date:</b>	July 2, 2012

## ORGANIZATION DESCRIPTION

The Newberry Library, open to the public without charge, is an independent research library dedicated to the advancement and dissemination of knowledge, especially in the humanities. The Newberry acquires and preserves a broad array of special collections research materials relating to the civilizations of Europe and the Americas. It promotes and provides for their effective use, fostering research, teaching, publication, and life-long learning, as well as civic engagement. In service to its diverse community, the Newberry encourages intellectual pursuit in an atmosphere of free inquiry and sustains the highest standards of collection preservation, bibliographic access, and reader services.

The Newberry is in the midst of multiple ongoing, technology-based activities, including developing a digital asset management system, determining how to manage and preserve born-digital assets, producing digital publications and online exhibitions for scholarly and general audiences, and more. The responsibilities of this position will involve engagement with all of these developments, and with the Newberry's scholarly and public mission, collections, and multiple audiences.

## POSITION DESCRIPTION

The Assistant Director, Digital Initiatives and Services will play an instrumental role in helping the Newberry conceive an integrated digital strategy for research and learning in the humanities. The Assistant Director will work in tandem with members of the Newberry's Digital Leadership Team as well as other staff members in Library Services, Research and Academic Programs, and Communications to:

- help the library move from individual digital publishing projects to a set of programs growing out of an evolving institutional strategy;
- conceive and implement social media activities that build communities and create platforms for conversations around library collections, cataloging initiatives, and research projects.

The Newberry seeks an Assistant Director, Digital Initiatives and Services who has interest in how digital technologies and social media are transforming research libraries, publishing, and scholarship in the humanities. Applicants should have the ability to think creatively about ways the Newberry might maximize the impact of existing digital publications and initiatives. S/he will actively help the Newberry

chart a course for moving from a library with individual digital humanities projects to an integrated program of initiatives appropriate to a humanities library in the digital age.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences.
- Understanding of opportunities and challenges of humanities organizations in a digital age.
- Knowledge of trends in digital humanities scholarship.
- Ability to assess and evaluate emerging technologies in digital humanities.
- Experience in non-profit cultural organizations or research libraries highly desirable
- Excellent writing and research skills.
- Exceptional project management skills.
- Ability to meet deadlines and move multiple projects forward simultaneously.
- Ability to participate constructively in the development of grant applications.
- Ability to work independently and as part of a team.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Special Projects Coordinator
<b>Organization:</b>	New York Public Library
<b>Department/Office:</b>	Office of Development
<b>Location:</b>	New York, NY
<b>Stipend:</b>	\$60,000 per year with health insurance for fellow and additional benefits
<b>Start Date:</b>	July 2, 2012

## ORGANIZATION DESCRIPTION

The New York Public Library (NYPL) is the most heavily used library system in the United States with over 27 million items borrowed and 45,000 programs offered last year alone. From programs in the digital humanities to classes in English for Speakers of Other Languages, NYPL serves a diverse constituency of users. The Library's neighborhood community libraries and research centers provide free and democratic access to their resources, services, programming, and exhibitions to more than 18 million people each year. Research and circulating collections combined contain more than 65 million items; and the Library's website, [www.nypl.org](http://www.nypl.org), receives over 31 million visits annually from around the world.

## POSITION DESCRIPTION

NYPL's Office of Development raises funds from private and public sources - individuals, corporations, foundations, and government agencies - to support a spectrum of vital programs and services across its 87 circulating branch libraries and four research centers.

With the goal of broadening the Library's donor prospect pool to support certain areas of need and under the direction of the Director of Individual Giving, the Special Projects Coordinator will develop creative cultivation and solicitation strategies for individual and institutional donors particularly for projects related to the research centers and the Library's major literacy initiatives. Projects will include identifying prospective funding sources and preparing research for review and recommendation of strategy.

This position will assist in stewardship and cultivation of donor and prospect relationships, including communications and coordination of written or other responses to requests for information. The position will also assist with the individual donor and prospect research process by identifying areas of wealth and propensity of support.

The Special Projects Coordinator will be positioned in the Office of Development but work directly with colleagues in programmatic departments on the development and coordination of proposals and reports.

This position is *only* available through the ACLS Public Fellows program.  
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## QUALIFICATIONS

- Ph.D. in a relevant field of the humanities and humanistic social sciences.
- Strong writing, research, and speaking skills.
- Ability to collaborate with multiple constituents and synthesize information from diverse sources.
- Excellent interpersonal and organizational skills.
- Flexibility, initiative and good problem-solving; ability to move with shifting priorities.
- Ability to work on parallel tracks, under tight deadlines.
- Experience in not-for-profit cultural organization and/or the public sector is highly desirable as is interest in and awareness of issues in funding for the arts and cultural affairs.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Policy and Research Advisor
<b>Organization:</b>	Oxfam America
<b>Department/Office:</b>	Research Unit, Policy and Research Department
<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

Oxfam is a confederation of 15 affiliate organizations globally with a core mission to support lasting solutions to poverty and injustice. Oxfam takes a partner-based, rights-based approach to this work through humanitarian assistance, long term development programs, policy advocacy and campaigning. Oxfam wants to engage in the debates on re-visioning the role and treatment of economic growth in the wake of the global economic crisis by offering fresh thinking on the challenges surrounding progress, poverty and inequality today. Turning to the past to draw lessons and inspiration seems apropos and yet far too often neglected in Washington- and Wall St. -driven policy discussions. Oxfam believes turning to the past to reflect on historical moments of deep socio-economic crisis in terms of how the crisis arose/evolved, reflecting on the material and socio-political conditions surrounding it and which lead to or enable particular responses and how they play out would be useful and a fresh approach in the Washington context.

Oxfam believes that public policy advocacy and issue campaigning require a solid research and analysis base upon which to build the public policy reforms and calls for change for which the organization advocates. The policy and research advisor will work within the Research Unit and closely with policy advisors and advocates to provide the needed research, analysis and relationships.

## POSITION DESCRIPTION

Oxfam seeks an experienced researcher to assist in understanding the evolution of deep socio-economic crisis and the outcomes of responses by reviewing and drawing lessons from the past. The Policy and Research Advisor will work to ground Oxfam's efforts to propose policy reforms, addressing the current global economic recession and trends in rising inequality, in the broader material and socio-political context as an alternative approach to more myopic economic solutions.

This advisor will identify and explore relevant past moments of deep socio-economic crisis in a number of countries to place the outcomes of policies adopted as part of a recovery effort and to address distributional issues in broader context. This includes critical reflection on the conditions leading to the crisis, specific responses and policies implemented, as well as the institutional arrangements involved in seeking a rebalance of socio-economic conditions. The advisor will identify past interventions and programs as well as shortcomings and changes in underlying economic theory/philosophy surrounding

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moments of crisis to draw lessons from them in an effort to inform the policy and advocacy work of Oxfam to bring about a more equitable global economic recovery.

The work will involve:

- managing a small portfolio of research projects (which includes conducting research and analysis for select ones),
- translating research into materials for Oxfam,
- attending external meetings on relevant issues and communicating findings,
- networking with other organizations and research institutions,
- disseminating/communicating work internally for use.

## QUALIFICATIONS

- Ph.D. in the humanities and related social sciences.
- Past research experience concerning periods of economic distress or social ethics would be especially helpful.
- Understanding of and interest in global economic crises and international development, a plus.
- Strong interpersonal communications and writing skills.
- Strong analytical and research skills.

## APPLICATIONS

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- Application Deadline: Wednesday, March 21, 2012, 6pm EDT



# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Democracy Analyst
<b>Organization:</b>	Union of Concerned Scientists
<b>Department/Office:</b>	Center for Science and Democracy
<b>Location:</b>	Cambridge, MA, Washington DC, or Berkeley, CA
<b>Stipend:</b>	\$65,000 per year with health insurance for fellow
<b>Start Date:</b>	July 2, 2012

## ORGANIZATION DESCRIPTION

Founded in 1969, The Union of Concerned Scientists (UCS) is the leading science-based nonprofit working for a healthy environment and a safer world. UCS combines independent scientific research and citizen action to develop innovative, practical solutions and to secure responsible changes in government policy, corporate practices, and consumer choices. UCS has an annual operating budget of approximately \$23 million, a professional staff of 135, and more than 350,000 members and activists.

Center for Science and Democracy is a new UCS initiative designed to re-establish science as a cornerstone of the American democracy. It is premised on the fact that science and democracy share a set of precepts and values that guided the formation and maturation of our democracy, and the belief that pragmatic public policy, drawing upon the most reliable scientific and technical knowledge available, should continue to be a hallmark of democracy in the United States. In establishing the center, UCS seeks to restore broad demand for, and confidence in, the use of independent science as a key to effective public policy and governance, and marginalize efforts to misrepresent scientific evidence. To this end, UCS will facilitate collaborations among experts across disciplines to inform, engage and motivate citizens and decision-makers to value and support a strong role for science in public policy. The work of the Center includes a new series of *Science and Democracy Forums*, convening experts and practitioners together at major academic centers to tackle key obstacles to science-based policy-making.

## POSITION DESCRIPTION

Under the supervision of the Director of the Center for Science and Democracy, the Democracy Analyst will apply his/her background as a scholar to shaping the design and implementation of the Center. The Analyst's activities will include:

- fostering relationships between scientists and thought leaders in the humanities and humanistic social sciences with relevant expertise in the core values and history of American democracy,
- identifying areas at the intersection of science and the humanities where cross-disciplinary dialogue can further the work of the Center,
- designing and participating in one or more Science and Democracy Forums, and assessing their impact,
- representing the Center and its activities at relevant meetings of professional societies,

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- raising awareness among UCS staff of the applicable approaches and understandings of the humanities and humanistic social sciences to the Center and related work of UCS through internal briefings and dialogue,
- taking on additional priority work of the Center as identified by the Director.

## QUALIFICATIONS

- PhD in an appropriate discipline of the humanities and the humanistic social sciences.
- Excellent research and analytic skills.
- Strong written and communication skills.
- Ability to work independently and as a member of a team.
- A commitment to understanding the interface of science and democracy and help provide practical solutions.

## APPLICATIONS

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