

## **Imagining America seeks Associate Director**

**After six years on the staff of Imagining America, Juliet Feibel will be resigning in spring 2010. We thus seek a new Associate Director, and we wish Juliet all the very best in her next adventure.**

**The position is three-fifth time, 24 hours a week, with full benefits. The salary is \$36,000/year. If desired, every effort will be made to put finalists in touch with other units at Syracuse University should they seek to supplement this position with a two-fifth position elsewhere on campus. The candidate must be prepared to work in Syracuse, e.g., it is not a telecommuting situation.**

### **Job Description**

In collaboration with the Director of Imagining America, the Associate Director will

- Initiate relationships with potential member institutions, and recruit them for consortium membership
- Sustain and manage relationships with consortium institutions and national associations including maintaining regular written and telephone communications, assisting and advising member-institutions representatives, and mine and compile data
- Work closely with the leadership of the consortium
- Participate in conceptualization of programs and resources for institutional representatives
- Create, write, edit and revise written documents related to recruitment and ongoing membership

### **Level of Formal Education and Relevant Job Experience Sought**

- Ph.D. or terminal degree in the humanities, arts, design or other relevant field strongly preferred or equivalent combination of education and experience
- Several years experience administering academic projects or programs required; experience with community-based organizations or other non-profits, K-12 schools, museums or NGOs desirable
- Demonstrated ability to communicate and work with academics and community organizations
- Excellent writing and interpersonal skills required
- Ability to work in interdisciplinary setting strongly preferred
- Grant writing experience desirable
- Familiarity with Imagining America and the campus-community, public scholarship and practice movement generally desirable

Apply for this position at [www.sujobopps.com](http://www.sujobopps.com). Click on "Exempt (salaried) Opportunities." Look for "Associate Director, Imagining America." Click "apply for position."