

University of California, Los Angeles
Position Description

OPEN POSITION

Title: Academic Administrator VII

Department: Promise Armenian Institute (PAI)

Title: Distinguished Senior Fellow and Inaugural Director, Armenian Genocide Research Program

Application Window:

Open date: September 20, 2021

Review date: October 20, 2021 at 11:59 pm Pacific time

Apply by this date to ensure full consideration by the committee)

Final date: October 31, 2021 at 11:59pm Pacific Time

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled

Summary Statement

The [Promise Armenian Institute \(PAI\) at UCLA](#) is designed to be a hub for world-class research and teaching on Armenian Studies and in addition for coordinating Interdisciplinary Research and Public Impact Programs across UCLA, and with the Republic of Armenia and the Armenian Diaspora.

The PAI seeks a distinguished researcher and scholar to serve as the Inaugural Director of its soon-to-be established Armenian Genocide Research Program. In this role the Director will hold the title of Distinguished Senior Fellow in UCLA's International Institute. The Director will work with the Director of the PAI and other PAI faculty members to establish and carry out long-range goals and objectives for research and scholarly activities pertaining to the study of the Armenian Genocide in the Ottoman Empire during the early 20th Century. These scholarly activities will be coordinated with and reflect the academic, research, and campus/diaspora outreach priorities of the Promise Armenian Institute:

Position reports to: Director of the UCLA Promise Armenian Institute.

The position is for an appointment at 100% time. Responsibilities include the following, as relevant to the study of the Armenian Genocide in the Ottoman Empire during the early 20th Century: (1) establishing and carrying out long-range goals and objectives for research and scholarly activities; (2) providing research supervision for PAI postdoctoral scholars, visiting scholars, and, potentially, UCLA graduate students; (3) planning and coordinating scholarly conferences and invited lectures; (4) teaching relevant courses, as

required, at UCLA; and (5) managing the program budget. The Director will assist the PAI Director and relevant faculty and staff in fundraising efforts for components of the UCLA Armenian Genocide Research Program.

Required Qualifications:

- An earned Ph.D. or equivalent in history, sociology, philosophy, Near Eastern studies, or a related field
- A minimum of 15 years of university-level or equivalent experience in conducting and leading research relevant to the Armenian Genocide. Such experience should be associated with a well-established and recognized research portfolio and archival publications.
- Extensive experience in mentoring and advising PhD students and postdoctoral scholars in research relevant to the Armenian Genocide
- Well-established teaching expertise at the university level (undergraduate and graduate)
- Experience in academic program administration, including staff supervision, budget oversight and management, and strategic planning.
- Demonstrated capacity to organize and lead lecture events and scholarly conferences

Application Requirements

Document requirements:

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Statement of Research
- Statement of Teaching
- Statement on Contributions to Equity, Diversity, and Inclusion - An EDI Statement describes a faculty candidate's past, present, and future(planned) contributions to equity, diversity, and inclusion. To learn more about how UCLA thinks about contributions to equity, diversity, and inclusion, please review our [Sample Guidance for Candidates and related EDI Statement FAQ document](#).

Reference requirements:

- Please provide contact information for three people who may serve as professional references

Application link: <https://recruit.apo.ucla.edu/> Reference Job #JPF06915

Help contact: armenian-info@international.ucla.edu

Campus Information

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: UC Nondiscrimination & Affirmative Action Policy (<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>)

Job location: Los Angeles, CA