Faculty Administrator for the Master of Arts in Global Policy Program

Founded in 1943 and a Johns Hopkins division since 1950, The Paul H. Nitze School of Advanced International Studies of the Johns Hopkins University (SAIS) has been educating global leaders for more than 70 years. As a highly selective graduate institution with a distinguished faculty, SAIS consistently ranks as one of the top schools of international relations in the world. SAIS was founded to provide a practical approach to training students in international leadership and relations, and to provide mid-career educational opportunities for those already working in related fields.

SAIS currently offers the M.A., M.I.E.F, M.I.P.P., and Ph.D. degrees and enrolls 650 full-time students in Washington, D.C., primarily in the school's two-year Master of Arts program. Pending MHEC approval, SAIS will launch a new Master of Arts in Global Policy Program (G.P.P.) in Fall 2015. Nearly 40 percent of SAIS students are non-U.S. citizens coming from more than 70 countries. About 200 students attend SAIS Europe in Bologna, Italy, while about 180 students attend the Hopkins-Nanjing Center in Nanjing, China.

To learn more about SAIS, visit www.sais-jhu.edu.

The Position
SAIS is seeking to fill the position of faculty administrator for the Master of Arts in Global Policy Program (GPP). The faculty member provides instruction as well as leadership, oversight, and day-to-day administration for the GPP, a new 16-month program for experienced professionals with several residencies and weekend instruction. This individual teaches in the GPP and other degree programs at the SAIS DC campus and works closely with a faculty committee with support from the director of executive degree programs.

This position is non-tenured and open as to rank and field. Candidates with specializations in the areas of international relations or comparative politics will be of particular interest. The goal is to fill the position by December 2014.

Key Responsibilities to the Global Policy Program:

- Teach one course (five weekends) independently and co-teach the capstone course; Leading Change in a Global Environment, (five weekends) including assisting in the organization of international project(s) and traveling abroad with the students with administrative support.
- Foster innovation, integrated planning and continuous improvement in preparation for and after the Fall 2015 program launch. Recommend enhancements and strategic improvements to the program.
- Manage the recruitment and assignment of SAIS and adjunct faculty teaching.
- Represent the program to interested organizations and prospective students.

Work Schedule: While the work schedule is flexible (depending on need and duties) during the regular work week, the position requires significant commitment outside of the regular work week (Fridays and Saturdays) once the program launches in Fall 2015.

The ideal applicant will be a person with excellent teaching skills and either academic credentials including distinction in research and experience in the field or extensive experience in the policy world.
We are especially interested in an applicant with research recognition in sub-fields of international relations, political economy or comparative politics. Program leadership experience is highly desirable. The rank will be commensurate with education and experience.

To Apply:
A letter of application and curriculum vitae should be submitted to: SAISGPPFacDirSearch@jhu.edu or mailed to Master of Global Policy Program Search Committee, School of Advanced International Studies, The Johns Hopkins University, 1740 Massachusetts Avenue, NW, Washington, D.C. 20036 (electronic submissions preferred). Applicants will be reviewed beginning September 15, 2014, and applications will be accepted until a candidate is identified.

Visit the SAIS website at www.sais-jhu.edu

Johns Hopkins University is an equal opportunity/affirmative action employer committed to recruiting, supporting and fostering a diverse community of outstanding faculty, staff and students. All applicants who share this goal are encouraged to apply.