



Faculty Opening Associate Director of the Strategic Studies 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 foreign relations, and to provide mid-career educational opportunities for those already working in related fields. Today, SAIS offers the MA, MIPP, MAIA, MAIS, MIEF, MAGP, and Ph.D. degrees and enrolls more than 600 full-time students in Washington, D.C., primarily in the school's two-year Master of Arts program. Nearly 40 percent of the students are non-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 a position as the Associate Director of the Strategic Studies Program

This position is based in Washington, DC.

Working in conjunction with the Director of the Strategic Studies Program the responsibilities as Associate Director will include but are not limited to:

- assisting in organizing the academic program
- working with the Director of the Strategic Studies Program in contribution to the wider Strategic Studies Program
- communicating with adjunct lecturers and visiting faculty
- helping to recruit new students
- organizing and participating in brown bag discussions, conferences, symposia, and staff rides
- promoting alumni relations
- participating in all aspects of fundraising, including drafting proposals
- coordinating the summer internship program
- advising and assisting students in both academic and professional matters
- holding office hours, administering course examinations, and assisting in honors and oral examinations as required by SAIS policy
- serving on SAIS and faculty committees
- participation in the non-curricular aspects of SAIS
- direction and contribution to the work of the Merrill Center for Strategic Studies
- management of the Strategic Studies Program's budgets
- Teach two courses per academic year

Qualifications

Preference will be given to candidates who have demonstrated outstanding research and excellence in teaching and program administration.

- Candidates should have demonstrated experience managing a program ideally in an academic or research setting.
- PhD in the relevant area of study.
- At least two years in the public or private sector field.
- Previous teaching experience.

Exceptional candidates should have:

- *Research and Scholarship:* Candidates must have produced outstanding scholarship and have an active research agenda. This requires appropriate external validation, for example publication in peer-reviewed journals or by academic presses. Both the quality and quantity of scholarship will be evaluated.
- *Teaching:* Candidates for must demonstrate excellence in teaching, reflecting the great teaching tradition of SAIS and the school's commitment to extensive instruction.
- *Policy Relevance:* SAIS is a professional school. Candidates will be evaluated on their contribution to the public square, to include scholarship that illuminates policy problems, government or non-governmental service and participation in policy discourse.

Candidates must also meet the following additional requirements:

- 1) Must be eligible for employment in the U.S.

Application

An application letter, curriculum vitae, teaching evaluations, and the names of three external referees should be submitted electronically to: saisrecruit@jhu.edu addressed to SAIS Human Resources, Strategic Studies Search Committee, School of Advanced International Studies, The Johns Hopkins University, 1740 Massachusetts Avenue NW, Washington, DC 20036.

We will begin reviewing applications on April 18, 2019 and will continue to accept applications until the position is filled.

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.