



UNIVERSITY OF CALIFORNIA WASHINGTON CENTER

1608 Rhode Island Ave., NW • Washington, DC

Call for Associate Academic Director

Location: University of California Washington Center (UCDC), Washington, DC

The University of California Washington Center (UCDC) is recruiting for an Associate Academic Director. UCDC is a system-wide, residential academic program in Washington DC that provides opportunities for UC undergraduates to participate in internships and take courses for a quarter or semester.

This position reports directly to the UCDC Executive Director and has responsibility for coordination of administrative functions of the UCDC system-wide academic program. This will include recruitment of faculty (UC ladder-rank and visiting instructors); course selection; administering the summer academic program; and coordinating semester course offerings with UCDC's academic consortium partners.

The Associate Academic Director will also teach the equivalent of 5-6 quarter-length (10 weeks) courses per year, including core research seminars and electives. Additionally, the Associate Academic Director may assist in student orientation and recruitment, the conduct of Center-wide forums, and the selection of student award winners.

The position is open to academic discipline but a PhD is required. Preference will be given to those with expertise in the US Congress, Executive, or Judiciary; federal departments or agencies; or non-governmental organizations. Preference will also be given to those with teaching experience at the University level, and administrative and curricular planning experience. The core research seminars require training in research techniques and applied writing skills. A successful candidate should demonstrate the ability to work collaboratively in a collegial environment.

Submit letter of application, curriculum vitae, teaching evaluations, and names and contact information of three references to employment@ucdc.edu. Review of applications will begin on November 5, 2014 and position will be filled as soon as possible.

This is a non-tenure track appointment and does not imply academic standing with any other University of California campus or department.

The University of California is an equal Opportunity Affirmative Action employer