



The **American Center of Oriental Research (ACOR)**, a non-profit institution dedicated to advancing knowledge of Jordan past and present, seeks an **Assistant Director**. This full-time position, resident in Amman, is intended to assist the organization in the implementation of its mission and achievement of its strategic pillars (see: www.acorjordan.org).

The Assistant Director reports to the Director and, from approximately September 2020 through September 2021, will serve as the primary point person during a scheduled renovation of ACOR's center in Amman. The Assistant Director will also organize events (e.g., lectures, social gatherings, workshops), support fellows, and supervise staff engaged in matters related to the building and ACOR's hostel. After completion of renovations, the position's efforts are expected to reorient toward project facilitation/implementation, increased reporting, assistance for securing and administering grants, and advancing other core initiatives of the organization. Additional duties will be assigned throughout, as needed. The successful candidate is expected to engage with relevant Board committees, such as the Fellowship Committee.

The Assistant Director will be asked to represent the organization in different public, private, and academic venues and must be able to articulate ACOR's values and mission. The tasks in support of the organization are varied; flexibility and willingness to help others are essential traits. While this position does not include academic research or fieldwork components or expectations, a knowledge of Near Eastern history and culture (ideally, Jordanian history and culture) is important. Demonstrated experience working with varied stakeholders, including scholars, government officials, and the public, is of considerable value. The ideal candidate would be described by others as a "people person."

Candidates with a post-graduate degree and professional experience in Middle East/North Africa studies are preferred. This could include a wide range of specialties, such as cultural anthropology, sociology, history (including of the modern/recent era), MENA studies, political science, archaeology, ancient or modern languages, etc. A demonstrated capacity for management of complex projects is desirable. A working knowledge of and degree of fluency in Arabic is useful, and English speaking/writing fluency is required.

To apply: Please send a letter of interest as a PDF, names and contact information for three references, and current CV to opportunity@acorjordan.org. Only candidates who have been selected for an interview will be contacted. No phone calls, please. This position will be filled as soon as the selected candidate accepts it. This is a full-time position (1.0 FTE; 40 hours per week). Salary will be based on experience, but in the range of \$30,000/JD21,275 annually; lodging and half board at ACOR will be provided initially, but not in perpetuity. ACOR contributes to social security, provides health insurance, a retirement plan, annual paid vacation based on length of service, holidays, and other benefits.

Review of applications will begin August 8th, 2020, and continue until the position is filled.

ACOR is an equal opportunity employer. Employment decisions including hiring, termination, promotion, and wages and privileges will be made without regard to race, color, religion, sex, national origin, ancestry, age, disability, or any other classification protected by law.

Posted: 9 July 2020.