



The **American Center of Research** (formerly the American Center of Oriental Research), a non-profit institution dedicated to advancing knowledge of Jordan and the interconnected Middle East, past and present, seeks an **Associate or Assistant Director**. This full-time position, resident in Amman, Jordan, is intended to assist the organization in the implementation of its mission and work toward future growth. The position is part of senior leadership and reports to the Director; compensation and title will be based on experience.

Candidates with a post-graduate degree focusing on the Near or Middle Eastern region are preferred. Those with expertise/experience in the current, historic, or ancient periods of Jordan, Lebanon, Syria, and/or the Arabian Peninsula are especially encouraged to apply. A wide range of specialties are welcome, such as cultural anthropology, geography, sociology, history, political science, archaeology, ancient or modern languages, etc. A demonstrated capacity for management of complex projects is desired. Conversational Arabic is desired and native fluency in English is required.

The successful candidate will be the primary point of contact for fellows in Amman, organize and host events (e.g., lectures, social gatherings, workshops), supervise staff engaged in matters related to the center in Amman and its activities (e.g., the hostel), facilitate/implement projects, assist in writing and securing grants, manage digital data, and advance other core initiatives of the organization. Additional duties will be assigned, as needed. The candidate is expected to engage with relevant board committees, such as the Fellowship Committee, and to contribute new ideas for the future direction of the organization.

The successful candidate will be required to represent the organization in varied public, private, and academic venues, and must be able to articulate ACOR's values and mission. Flexibility and willingness to help others are essential traits. While this position does not include expectations of independent academic research, a knowledge of Middle or Near Eastern history and/or 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" and enjoy assisting colleagues and students.

To apply: Please send a letter of interest, 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. This is a full-time position (1.0 FTE). The position *requires* residence at ACOR's center in Amman, where a two-bedroom furnished apartment and half board will be provided; families are welcome. Salary will be based on experience but in the range of \$40,000 to \$50,000 annually (which is exempt from U.S. income taxes, provided that certain qualifications are met). ACOR contributes to U.S. Social Security, provides life and health insurance, a retirement plan, a vehicle for use, annual paid vacation based on length of service, holidays, and other benefits. Total compensation value will be approximately \$100,000 annually.

Review of applications will begin November 14th, 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: 31 October 2020.