



Community College/Minority-Serving Institution Education Consultant

The **American Center of Research (ACOR)**, a nonprofit institution dedicated to advancing knowledge of Jordan past and present, seeks a **community college/minority-serving institution education consultant**. This remote position is intended to advise and assist ACOR in the recruitment of U.S. educators to take part in a fellowship program as part of a Title VI grant for development of the ACOR Digital Archive as an educational resource.

ABOUT THE PROJECT: The “ACOR Digital Archive: Developing a Multimedia Teaching and Learning Resource” project, supported by a four-year grant from the U.S. Department of Education, will process, digitize, and make freely available approximately 18,600 multimedia objects (including photographs, audio and video tapes, and born-digital files) of relevance to regional cultural heritage and archaeology. The project will also offer short-term fellowships for faculty of U.S. community colleges and minority-serving institutions (MSIs) to create curricular materials using ACOR’s archival collections. These materials will be made freely available and will be actively distributed among networks of educators to encourage the use of the ACOR Digital Archive as a learning resource for diverse groups of students and researchers.

POSITION SUMMARY: In cooperation with the project co-leads, the community college/MSI advisor will help recruit U.S. educators for the Educator Fellowships. The consultant’s primary role will be to help develop the U.S. Educator Fellowships programs, hosting curriculum development workshops with fellows online at the beginning of their programs and conducting a final review of the curricular materials produced. The consultant will also provide guidance on outreach methods, such as mailing lists, college networks, and recommended educator conferences, for educator fellows. This is a remote consultancy that will involve a planning and outreach phase in fall 2021 and engagement in fellowship activities primarily in the summers of 2022 and 2023.

RESPONSIBILITIES include but are not limited to:

- Assisting with the drafting and distribution of the fellowship announcements.
- Participating in the evaluation and recruitment of educator fellow candidates.
- Convening online “Educators’ Curriculum Development” workshop at the beginning of each annual fellows program.
- Conducting final review of the curricular materials produced by educator fellows.
- Providing guidance on ACOR’s outreach to community college and MSI educators.



QUALIFICATIONS:

- At least 5–10 years of experience as an educator in a community college or MSI.
- Proven experience developing curricular materials for community college and MSI students and educators.
- Proven experience conducting outreach to community college and MSI educators; strong existing networks are a plus.
- Interest and experience in international education and exchange.
- Experience utilizing digital resources in the classroom in creative ways; engaging in virtual “study abroad” or exchanges is a plus.
- Prior experience and knowledge of the Middle East and particularly Jordan is desirable but not required.
- Ability to travel internationally to the center in Amman, Jordan, for a short period of time, if and when determined to be both safe and necessary.

This position is grant funded. Consultant will be compensated with a yearly stipend and fully funded travel to the center in Amman, Jordan, and accommodation at ACOR, if possible within the duration of the project.

TO APPLY:

Please send a letter of interest as a PDF, current CV or resume, and one example of a curriculum or lesson plan that you have developed and you feel demonstrates your approach 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. Physical presence in Amman, Jordan, is not required, but the successful candidate may visit ACOR in person once, depending on the public health situation. Review of applications will begin immediately and continue until the position is filled.

ACOR is an equal employment 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. ACOR encourages applications from candidates who are members of traditionally underrepresented and minority groups.

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