



Assistant Director *Kahane United Nations Program*

POSITION SUMMARY

Occidental College's Diplomacy & World Affairs Department (DWA) invites applications for the position of Assistant Director of its prestigious Kahane United Nations Program, a one-of-a-kind residential program in New York that has been in existence since 1986. Each fall semester, an average of 16 students participate in the program, which includes a full-time internship with a UN mission, agency, or non-governmental organization that supports UN-related work and two advanced courses related to the work of international organizations.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The primary responsibilities of the Assistant Director include:

- Participating in the selection of the fall cohort, which occurs during the spring semester;
- Developing and participating in an on-site orientation program at the start of each fall semester;
- Teaching and assessing an upper division academic course developed in consultation with the DWA Department (approximately 2 hours per week of lecture/direct instruction) and mentor participants;
- With the Director, developing internship opportunities, procuring positions for entering students, and assessing student internship performance;
- Participating in and supporting program-related events throughout the fall semester;
- With the Director, providing "emergency" support to students;
- Serving on the Kahane UN Program Advisory Committee; and
- Participating in the planning of on-campus "UN Week" events held in the spring semester.

QUALIFICATIONS

Expected qualifications for candidates include:

- Professional experience with the United Nations or related institutions;
- The ability to facilitate UN-related internship placements;
- An academic teaching background on topics relevant to this program;
- Demonstrated commitment to excellence in undergraduate teaching;
- Strong communication, organization, and problem-solving skills; and
- Experience and success in working collaboratively with colleagues.

SALARY RANGE

EXPECTED SALARY RANGE: \$24,500 - \$26,500

If you are offered this position at Occidental College, your final base salary compensation will be determined based on

factors such as skills, education, experience, and/or geographic location. In addition to those factors, Occidental complies with applicable pay equity laws and considers internal equity among current employees when developing the final offer. Please keep in mind that the range mentioned above is the base salary range for the role. Hiring at the maximum of the range would not be typical in order to allow for future and continued salary growth.

APPLICATION INSTRUCTIONS

To be assured full consideration, your application materials must be received by 9:00 PST on May 30, 2025.

Applicants must submit a complete application package electronically via Interfolio to be considered by the search committee: <https://apply.interfolio.com/166624>

An application should include the following:

- A cover letter specifically addressing qualifications as relates to the criteria listed above;
- A curriculum vitae;
- A list of three references with relevant contact information.
 - If you advance to the finalist phase, you will be asked to have each of your three references submit a letter of recommendation. Please do not submit these letters with your initial application.

Please direct all questions about the position to Priscilla Falter at falter@oxy.edu and questions about Interfolio to Bea Gonzales at beatrice@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance. We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

ADDITIONAL INFORMATION

The Assistant Director position will be hired on a year-to-year basis, as is the case with all of Occidental College's off-campus study positions. This position is not covered in SEIU's faculty union. You will work immediately with the Director and also with Diplomacy & World Affairs' Assistant Director of Programs and Administration and relevant faculty.

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

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