



## Director *Kahane United Nations Program*

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### **POSITION SUMMARY**

The *Diplomacy and World Affairs Department* of Occidental College seeks a Director with high level experience with the United Nations and/or related institutions to lead the prestigious Kahane United Nations Program. This is an administrative position with teaching responsibilities. The Kahane UN Program is a one semester, upper-division undergraduate academic internship experience completed in New York City for an average of 16 senior students with significant course background in international relations. Oxy-at-the-UN is a competitive program that operates in the fall semester. It includes two advanced academic courses related to the work of international organizations taught by the Director and an adjunct instructor (Assistant Director), and a demanding full-time, eight-credit internship at a UN agency, country mission, or non-governmental organization that supports UN-related work. Courses convene one to two weekday afternoons at a site near the United Nations. This is a one-year position with potential for renewal.

### **SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

The responsibilities of the Director are highly concentrated in the fall semester and intermittent during the spring semester and summer.

#### **Fall responsibilities:**

1. Oversee, contribute to and assess student learning and professional development gained through the internship experience, including shared responsibility for providing individualized meetings several times a semester for each student, maintaining regular contact with internship supervisors, and holding evaluation internship meetings with students and their supervisors.
2. Facilitate in person orientation for students in the period from their arrival through their internship start date.
3. Teach and assess an upper division academic course developed in consultation with the DWA Department (approximately two hours per week of lecture/direct instruction).
4. Supervise and collaborate with the Assistant Director who will teach a second upper division academic course (with two hours per week of lecture/direct instruction) and who shares responsibility for student learning and professional development through the internship.
5. Meet regularly with contracted local student wellness coordinator to advance inclusion, wellbeing, and student success in the Program.
6. Collaborate with DWA and the UN Program Advisory committee to manage the Program, meet reporting requirements, coordinate visits to the Program, and organize or support College events in NY, as necessary.

7. Represent the Program and College to various stakeholders such as donors, agencies, missions, students, other prospective internship hosts, and college officers.

**Spring responsibilities:**

1. Program assessment, review and development.
2. Participate in the review of applications, remote internships, and the selection of program candidates.
3. Contribute to the planning of DWA's annual UN Week and travel to Los Angeles to participate in on-campus events, including the UN Week keynote event and panel featuring fall UN program participants.
4. Secure internships (and maintain relationships with internship supervisors) for full-time placements for each student. As necessary, secure written agreements with internship hosts.
5. Conduct individual conversations with students accepted into the Program before placement to further assess interests and skills.

**Summer responsibilities:**

1. Prepare the new cohort for success.
2. Prepare written Director contributions to the annual Kahane UN Program Report.
3. Develop Program orientation to take place after student arrival in New York and before internships begin.

## **QUALIFICATIONS**

**Minimum Qualifications:** Earned Master's degree in International Relations or related field. Fifteen years demonstrated record of engagement with the United Nations and international organizations. Teaching or training experience in subjects related to the program. Evidenced commitment to fostering an inclusive teaching and learning environment for Occidental's diverse students. Ability to be physically present in New York City during the published dates of the fall semester program, except by permission.

**Preferred Qualifications:** Record of expertise and advocacy reflected in publications and presentations on the subject of human rights, security, and/or development.

## **SALARY RANGE**

EXPECTED SALARY RANGE: \$57,000 - \$60,000

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/166622>

An application should include the following:

- A cover letter specifically addressing qualifications as relates to the criteria listed above;
- A curriculum vitae;
- 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](mailto:falter@oxy.edu) and questions about Interfolio to Bea Gonzales at [beatrice@oxy.edu](mailto: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 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 Assistant 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](mailto:hr@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.