POSITION SUMMARY

The International Programs Office and Diplomacy and World Affairs Department of Occidental College seek a director with high level experience with United Nations and/or related institutions to lead Oxy-at-the-UN. This is an administrative position with teaching responsibilities. The program is a one semester, upper-division undergraduate academic internship experience in New York City for 16-18 senior students with significant course background in international relations. Oxy-at-the-UN operates in the fall semester when the UN is in session. It includes two academic courses taught by the director and an adjunct instructor, and a demanding full-time, eight-credit internship at U.N.-related agencies or country missions. Courses convene two to three weekday afternoons at the Church Center for the United Nations. This is a one-year position with potential for renewal. Responsibilities are highly concentrated in fall semester and intermittent during spring semester and summer.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Fall responsibilities include:
1. Generally oversee, contribute to and assess (grade) student learning and professional development gained through the internship experience, DWA 403: United Nations Internships, including shared responsibility for providing:
   - Individualized, guided goal-setting, reflection, and knowledge growth meetings a minimum of three times/semester for each student.
   - Regular contact with Mission, UN agency and NGO internship supervisors through email and at least two in-person internship site visits including the student and supervisor.

2. Teach DWA 401: Special Topics at the United Nations (2 hours per week of lecture/direct instruction). Submit grades.

3. Supervise and collaborate with the Associate Director/Adjunct who teaches DWA 402: The United Nations and Conflict Prevention: Actors, Architecture, Tools, Practice (2 hours per week of lecture/direct instruction) and who shares responsibility for student learning and professional development through the internship. Coordinate class meeting times.

4. Meet regularly with contracted local student wellness coordinator to advance inclusion, wellbeing and student success in the program. Collaborate to respond to concerns and emergencies following program protocols.

5. Collaborate with IPO, DWA & the UN Advisory committee to manage the program (finances, policy, administrative and academic procedures, etc.), meet reporting requirements, coordinate visits to the program and organize college events in NY.
6. Represent the program & college to various stakeholders such as donors, agencies, missions, students, college officers, etc.

7. Establish and conduct regular in-person office hours.

**Spring Responsibilities include:**
1. Program assessment, review and development.

2. Travel to Los Angeles to select and interview program candidates, and participate in UN Week as requested.

3. Maintain relationships with internship supervisors in order to secure full-time internship placements for each student by May 1.

4. Prepare the new cohort for success:
   1. Conduct skype orientation.
   2. Facilitate connection of past interns with new cohort.

**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, gender and sexuality. Capacity to engage students in a critical analysis of international development and the UN.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@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.

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