

AMERICAN POLITICAL SCIENCE ASSOCIATION (APSA)

POSITION ANNOUNCEMENT

POSITION TITLE: Program Assistant, The Centennial Center for Political Science & Public Affairs (part-time, temporary position)

SALARY: COMMENSURATE WITH EXPERIENCE

REQUIRED EDUCATION: Bachelor's Degree in political science; M.A. in political science or some graduate-level work also preferred.

POSITION SUMMARY

The American Political Science Association (APSA) seeks a candidate to fill a part-time temporary position within its Centennial Center for Political Science & Public Affairs. The Program Assistant will provide administrative and organizational support to the Director of the Centennial Center in three primary program areas: grants and awards, fellowships, and public engagement. A central goal of these programs is to increase engagement with and support for a diverse collection of members from a variety of backgrounds, areas of specialty and institution types, and to create an overall environment of inclusivity. Thus, strong candidates will have experience working with diverse populations, and will provide evidence of being committed to furthering a climate of inclusivity and collaboration. In addition, the Assistant will gain valuable project management experience in several emerging programmatic areas, communicate with leading political scientists in the field, and provide a key support role in furthering APSA's mission to "support excellence in scholarship and teaching and informed discourse about politics, policy, and civic participation." APSA is seeking a high-energy team player with initiative, a strong work ethic, and the ability to easily collaborate with several association departments and political scientists from a wide array of education and professional institutions. The position is based in Washington, DC, though remote applicants will also be considered.

STATUS

Part-time, non-exempt; this is a temporary position from June 1-September 30, 2020.

REPORTING RELATIONSHIP

Reports to the Director of Centennial Center for Political Science & Public Affairs.

SUPERVISION EXERCISED

N/A

FLSA STATUS

This position is considered non-exempt under the Fair Labor Standards Act.

ESSENTIAL FUNCTIONS

- Provide administrative and organizational support to Centennial Center in the area of grant and awards, fellowships, and public engagement.
- Communicate with members regarding questions about Centennial Center programs.
- Communicate with leaders in the field to coordinate committee meetings and small events.
- Work with marketing and communications team to ensure regular communications regarding program areas and relevant deadlines.
- Maintain databases of grant reviewers and grantees.
- Process grant and award disbursements.
- Update webpages as needed.

MINIMUM QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILL, AND ABILITY

- Experience working with diverse populations;
- Excellent organizational skills with high attention to detail and adherence to deadlines;
- Experience with administrative responsibilities, including processing reimbursements;
- Familiarity with virtual programming (this could include webinars, virtual workshops, networking events)
- Adaptability and ability to work in a fast-paced team environment;
- Superb interpersonal skills that will contribute to a friendly but highly professional environment;
- Sound judgment and initiative related to independent action and problem-solving;
- Ability to write clearly and concisely;
- Ability to maintain confidentiality while working on sensitive tasks;
- Fluency in Microsoft Office Suite, as well as some knowledge of social media platforms; and,
- The willingness to travel for conferences and other APSA events.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- Work performed in an office setting.

ABOUT APSA

The APSA is a 501 (c) 3 nonprofit educational association which serves a membership base of 12,000 in over 80 countries. With a range of programs and services for individuals, departments and institutions, APSA brings together political scientists from all fields of inquiry, regions and occupational endeavors within and outside academe in order to expand awareness and understanding of politics. To learn more about APSA, please visit www.apsanet.org. APSA offers a comprehensive compensation and benefits package. APSA has a Metro-accessible location in DuPont Circle in Washington, DC, with a full-time staff of 25. APSA is an equal opportunity employer committed to workplace diversity and welcomes applications from anyone with the qualifications indicated above.

HOW TO APPLY

To be considered, submit a resume with cover letter indicating how your experience and skills align with the description and the essential skills required of the position, by email to APSA at hr@apsanet.org. Consideration of applications will begin on May 22, 2020 and continue until the position is filled.