Research Fellow, Program in African and African American Studies
Stanford University
Job Number: 84395

The Program in African and African American Studies (AAAS), established in 1969, was the first African & African American Studies program at a private institution in the country and the first ethnic studies program developed at Stanford University. AAAS has more than 30 affiliated faculty whose scholarship focuses on all aspects of the African diaspora. Students can major or minor in AAAS. Website: https://aaas.stanford.edu/

The Research Fellow in AAAS, under the direction of the Faculty Director, is responsible for developing the research agenda and research goals of the program. The Research Fellow will be expected to work closely with graduate students to administer graduate student programming, manage two (2) postdoctoral fellows to ensure their research progress and teaching success while at Stanford, and execute scholarly conferences, lecture series, and student retreats. The role will also facilitate student research projects and provide mentoring to undergraduates on research projects, honors theses and senior papers. The role will encourage graduate student engagement at Stanford to create a community of graduate students who work on Black Studies at Stanford, including matching graduate student mentors with undergraduates, developing programming to meet graduate student needs and other programming. The role will be expected to submit proposals to further AAAS teaching, programmatic support and funding for guest speakers. The fellow will also have opportunities to conduct research and write in their field of interest. The successful applicant will be expected to play a meaningful role in a program committed to dynamic teaching and to maintain a vibrant and productive scholarly research agenda.

https://www.aaihs.org/resources/af-am-job-openings/
This is a one-year fixed term position. Applicants must submit a CV, cover letter expressing their interest, a writing sample, a teaching statement that describes your pedagogical philosophy and learning goals in the classroom; and teaching evaluations (if available.)

**Your responsibilities include***:
- Oversee and administer research activities by evaluating academic programs, making recommendations that impact policies and programs, and coordinating and implementing changes.
- Collect and analyze data, create reports, review and explain trends to determine program effectiveness; formulate and evaluate alternative solutions and/or recommendations to achieve the goals of the program.
- Teach and/or assist in the teaching and administration of courses. Create and/or advise in the development of curriculum. Make recommendations for course improvements.
- Write and edit content for proposals, peer-reviewed publications, and other program activities under the general direction of PI. Assist with the development of research grants, (i.e., may suggest new funding opportunities, write portions of grants, and/or summarize data for grant support).
- Represent the program or function as the key contact and subject matter expert within the department, unit or school and develop communications for internal and external constituencies. Organize and/or participate in outreach activities such as events, partnerships, fundraising, training, and conferences. Lead workshops and facilitate meetings.

*-Other duties may also be assigned

**To be successful in this position you will bring:**
- A PhD and two years of relevant experience or combination of education, training, and relevant experience. Advanced degree may be required for some programs. Program administration and or research experience may be required.
- Demonstrated oral, written, and analytical skills, exhibiting fluency in area of specialization.
- Ability to oversee and provide basic direction to staff.

**Certifications and Licenses:**
- For teaching jobs, advanced degree or certification may be required for some programs
*Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

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Why Stanford is for You
Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford University has revolutionized the way we live and enrich the world. Supporting this mission is our diverse and dedicated 17,000 staff. We seek talent driven to impact the future of our legacy. Our culture and unique perks empower you with:

• Freedom to grow. We offer career development programs, tuition reimbursement, or audit a course. Join a TedTalk, film screening, or listen to a renowned author or global leader speak.
• A caring culture. We provide superb retirement plans, generous time-off, and family care resources.
• A healthier you. Climb our rock wall, or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
• Discovery and fun. Stroll through historic sculptures, trails, and museums.
• Enviable resources. Enjoy free commuter programs, ridesharing incentives, discounts and more!

Final offers of employment are contingent upon successful completion of national criminal background check, national sex offender registry search and, where applicable, driving record.

Additional Information
• Schedule: Full-time
• Job Code: 4111
• Employee Status: Regular
• Grade: H
• Requisition ID: 84395

Location: School of Humanities and Sciences, Stanford, California, United States

To be considered for this position please visit our web site and apply online at the following link: https://apptrkr.com/1594435

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.