

Assistant Director of the Institute for Immigration Research
George Mason University

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Posted Aug. 16, 2022, set to expire Dec. 16, 2022

Job Title	Assistant Director of the Institute for Immigration Research
Department	Institute for Immigration Research (IIR)
Institution	George Mason University Fairfax, Virginia
Date Posted	Aug. 16, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Public Policy & Administration Political Science - General Government - Policy/Public Affairs Social Sciences - General
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Job Description	

Assistant Director of the Institute for Immigration Research

The Institute for Immigration Research (IIR) at George Mason University invites applications for an Assistant Director. The successful candidate's areas of specialization will include immigration, economic, social and political consequences of migration, quality of life, and the overall issues related to immigration policy. This position is critical to the success of the IIR and requires the full

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understanding and active participation in fulfilling the mission of the IIR.

George Mason University has a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff, and strongly encourages candidates to apply who will enrich Mason's academic and culturally inclusive environment.

About the Department:

The Institute for Immigration Research (IIR) is a multidisciplinary research institute at George Mason University. The IIR's mission is to produce valid, reliable, and objective multidisciplinary research on immigrants and immigration to the United States and to disseminate this information through peer-reviewed academic journals, as well as in print and digital formats that make this research easily accessible to policy-makers, the media, the business community, and the general public.

Our faculty affiliates, graduate students, and partners are at the forefront of immigration research. The IIR produces high quality, timely research and analysis focuses on the contributions of all immigrants in the United States, with a particular emphasis on their economic contributions.

About the Position:

Under the supervision of the Director of the Institute for Immigration Research, the Assistant Director provides strategic leadership and ongoing support for the IIR goals, outcomes, and planning. They are responsible for maintaining official and recommended practices at the unit level. The Assistant Director will be responsible for helping to conceptualize, develop, implement, evaluate and redirect/modify, as appropriate, ways to measure and evaluate the effectiveness of IIR operations.

The Institute for Immigration Research (IIR) Assistant Director reports to and is managed by the Director of the IIR.

Responsibilities:

- Provide guidance / input to research design and implementation. Provides appropriate logistical support for unit level activities;
- Monitor and oversee workflow to team members and track workload to ensure performance

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- expectations are maintained;
- Provide mentoring, training, and professional development to post-doctoral research fellow, graduate research assistants, and wage employees;
 - Identify and submit grant proposals in collaboration with faculty affiliates and the IIR Director;
 - Develop communications strategies, and produce strategic content for a variety of purposes, audiences, and platforms including, but not limited to, web site copy, reports, talking points, and ad hoc writing requests;
 - Serve as a thought partner, and provide data and decision level support to IIR Director;
 - Lead the development and execution of unit level strategic, annual, research, and assessment planning and evaluation;
 - Produce annual report noting areas of accomplishments, potential growth and recommend goals to enhance the efficiency and productivity of IIR;
 - Set, guide and implement the IIR's communications strategy and communications plan, including the dissemination of the IIR's research to internal stakeholders and external networks;
 - Build relationships and collaborate with professional colleagues, faculty affiliates, subject matter experts, and external partners; and
 - Demonstrate commitment to and sophisticated understanding of issues of individuals from diverse backgrounds.

Required Qualifications:

- Master's degree from an accredited institution in social sciences, statistics, public policy or related field, or equivalent combination of relevant education and experience;
- Demonstrated experience working with an immigrant or refugee serving organization, an immigration policy or research organization, or experience writing about immigration issues;
- Experience with assessment, including survey design, analysis, and reporting, as well as familiarity with statistical methods, data management and data analysis packages (SPSS, SAS, etc.);
- Skill in the use of Microsoft Office Suite;
- Demonstrated skill in effective written, oral, and presentation communication;
- Demonstrated skill in effective organization and project management, as well as significant attention to detail;
- Demonstrated ability to work both independently and collaboratively in a team environment; and
- Ability to effectively manage several projects at once, keep projects moving forward, and take initiative to advance and complete work.

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Preferred Qualifications:

- PhD from an accredited institution, preferably in social sciences, statistics, public policy or related field;
- Fluency in a second language other than English; and
- Experience using syntax-based analyses.

Special Instructions to Applicants

For full consideration, applicants must apply for position number **FA08KZ** at <https://jobs.gmu.edu/> by September 16, 2022; complete and submit the online application; and upload a letter of interest, CV and a list of three professional references with contact information. In the letter of interest, please discuss your qualifications and research experience.

For more information, contact IIR Director, Dr. James Witte: jwitte@gmu.edu. Applicants must apply to this posting first, prior to contacting Dr. Witte.

George Mason University is an equal opportunity/affirmative action employer, committed to promoting inclusion and equity in its community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or veteran status, or any characteristic protected by law.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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