

**GW Institute for Korean Studies**  
**Associate Director/Research Professor**

**Job Description:**

The George Washington University's Elliott School of International Affairs (ESIA) is one of the world's leading schools of international affairs. Located in the heart of Washington, DC, its mission is to educate the next generation of international leaders, conduct research that advances understanding of important global issues and engage the policy community in the United States and around the world. The school's unique location—just steps from the White House, World Bank, International Monetary Fund, U.S. Department of State, and dozens of other U.S. and international organizations—enriches its teaching and research, providing students and scholars with unmatched opportunities to engage with the U.S. and international policy communities.

The GW Institute for Korean Studies (GWIKS) is seeking an Associate Director/Research Professor who will be responsible for various administrative duties and research grant projects. The incumbent will assist the director of GWIKS in developing long-term academic plans for the Institute. We are looking for an individual who can facilitate and coordinate planning efforts from the conceptual through the implementation phases and preferably holds bilingual verbal and writing skills in Korean and English. Previous experience with budget management and working knowledge of contracts and grant practices and procedures are required.

The Associate Director/Research Professor works with the Sigur Center for Asian Studies and Asian Studies Program in the ESIA as well as departments and schools across all GW campuses managing Korea-related research projects and needs; working to balance the interests of all stakeholders. This position is responsible for managing relations with local stakeholders in the community, as well as working closely with international government agencies. This position is also responsible for developing and maintaining collaborative cross-disciplinary and cross-regional programs; developing and maintaining relationships with academic administrators, other academic units, Korean Studies faculty, graduate students and undergraduates to communicate Institute goals and programs/projects; developing and maintaining relationships with local/national/international organizations, associations, and centers to advance the mission of the Institute.

The duties are:

**ADMINISTRATION (50%):**

- Set annual goals and establish benchmarks for Institute performance.
- Manage all communication between the Institute and the grant-giving institutions, including all performance reports and budgets.
- Draft all kinds of reports, including grants, on behalf of the Institute.
- Act as contact for all Korean Studies' donors and provide ongoing stewardship for these donors.
- Identify and work with potential new donors to the Institute, for purposes of fund-raising and increasing visibility of Institute.
- Actively seek support for and administer all Institute student fellowships.

**PUBLIC OUTREACH & EVENTS (40%):**

- Create instructional, research, and educational programs that will maximize the Institute's resources while meeting stated goals of the Institute grants, with full independent authority to undertake, fund, and evaluate all activities initiated.
- Lead the GWIKS Summer Study Abroad Program.
- Develop and oversee the coordination of regular lectures and other events throughout the year.
- Collaborate with off-campus community partners on joint activities for public and business outreach events and programs.
- Attend Korean community events to establish a connection between the Korean community and Korean Studies at GW, and to network with community members.
- Serve on campus, local, and national boards pertaining to the core functions of the Institute with full authority to determine the Institute's role in on-campus and off-campus partnerships.
- Develop and oversee the publication of all printed and electronic material connected to the Institute, and oversee updating of the official GWIKS website.

**RESEARCH GRANT WRITING (10%):**

- Seek, apply for, and administer grants for the incumbent's own Korea related research.
- Expected to seek and bring one's own research grants to conduct projects on Korea.
- Assist in the grant writing for the applications for the Institute research goals.

Perform other duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

### Minimum Qualifications:

- M.A. or Ph.D. degree in East Asian Studies, Korean Studies, International Studies, or another related discipline, and at least three years of relevant administrative experience
- Experience with successful grant writing and reporting
- Excellent Korean language skills and significant experience in interacting with the representatives from Korea
- An interest in policy issues demonstrated by a research (and teaching) statement
- Excellent written and oral communication skills, including the ability to work effectively with presenters, program/conference/workshop participants, and GW faculty and staff
- Flexible schedule to allow for occasional attendance at evening and weekend events sponsored by the Institute

### Application procedure:

Please send a cover letter that explains how your qualifications and experiences satisfy the basic qualifications for this position, a CV, sample publication (if available), and a teaching statement with a sample of graduate course syllabus (optional). In addition, please send at least three letters of recommendation to [gwiks@gwu.edu](mailto:gwiks@gwu.edu).

Application materials (except for letters of recommendation to be sent directly from the referee) must be submitted by **5:00 PM EST on Friday, May 10, 2019**. Please submit all documents in PDF format at [gwiks@gwu.edu](mailto:gwiks@gwu.edu). Letters of recommendation should also be emailed directly to [gwiks@gwu.edu](mailto:gwiks@gwu.edu). Review of applications will begin on May 10, 2019, and will continue until the position is filled. Only completed applications will be considered.

The George Washington University seeks to attract a diverse faculty of the highest caliber; women and underrepresented minorities are particularly encouraged to apply. The university is an Equal Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity expression, or on any other basis prohibited by applicable law. Employment offers are contingent on the satisfactory outcome of a standard background screening.

Questions regarding the position or the application process should be addressed to the GWIKS:

[gwiks@gwu.edu](mailto:gwiks@gwu.edu) | 202-994-2775

Institute for Korean Studies

Elliott School of International Affairs

The George Washington University

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