

Job Type: Contract (9-10 months)
Location: Toronto, ON, CANADA
Industry: Education
Company URL: <http://crs.yorku.ca/>
Date Posted: July 15, 2021

JOB TITLE: Assistant Director, Centre for Refugee Studies, York University

TYPE OF POSITION: Part Time Contract

SALARY: \$4,000 / Month

TERM: 9-10 months (Sep 1, 2021 or Oct 1, 2021 to June 30, 2022)

HOURS: 0.6 FTE, average 3 days per week over the term of the contract, plus 5 full days for the duration of the Summer Course in May 2022.

LOCATION: Centre for Refugee Studies, York University (2 days per week in-person residency expected, subject to COVID related restrictions).

CLOSING DATE FOR APPLICATIONS: Aug 2, 2021 at 12:00pm EDT

JOB DESCRIPTION:

The Centre for Refugee Studies is looking for an emerging scholar to serve as a part-time (0.6 FTE) Assistant Director who will oversee the CRS Summer Course, assist with CRS administration (with a particular focus on student programs), and pursue a research project. The aim of the position is both to assist CRS and to provide a refugee studies scholar who has completed a PHD but who has not yet secured a tenure track position with a transitional opportunity that will enhance their candidacy for tenure stream positions.

Reporting to the CRS Director, the main job responsibilities will include:

A) Overseeing the design, operation and delivery of a hybrid in-person and remote 2022 CRS Summer Course on Refugees and Forced Migration, including overseeing financial matters, website updates and recruitment, as well as supervision of the Summer Course interns

B) Participating in administration of the Centre for Refugee Studies, with a particular focus on students

C) Pursuing a research project related to refugee studies selected in consultation with the CRS Director, including serving as a Principal Applicant on a grant application

FUNCTIONS/DUTIES:

- Administer and oversee the 2022 CRS Summer Course, including:
 - Develop a model for delivery of the Summer Course that allows for hybrid in person and remote participation

- Develop curriculum and recruit guest faculty from university, government and NGO sectors to present at the course
- Critically review all required readings and develop points of curricular cohesion
- Liaise with local settlement organizations and other groups, as needed, for off-site activities and visits connected with the Summer Course
- Develop and implement a marketing campaign for the Summer Course
- Oversee the selection process of participants and subsidy awards
- Write a final report for the Summer Course
- Work with the Summer Course Interns to
 - manage the course website, Twitter feed and Facebook page
 - put together all materials
- Work with the CRS Coordinator to
 - liaise with other partners (e.g. bookstore, catering companies)
 - liaise with on-campus housing and manage room bookings for participants
- Assist with student issues at CRS, including:
 - Engage with CRS students
 - Assist the CRS Director in overseeing the CRS student programs
 - Participate in CRS administrative meetings, with a focus on student issues
 - Participate in CRS strategic planning processes, with a focus on student issues
 - Attend CRS Seminars and other CRS functions attended by students
- Pursue a research project in an area connected to refugee studies:
 - Design a research project (in consultation with CRS Director)
 - Serve as principal applicant on a small grant application connected to the project (e.g. SSHRC Connections Grant, SSHRC Partnership Engage Grant, SSHRC Insight Development Grant)
 - Undertake and attempt to publish research
- Other duties as required

REQUIREMENTS:

- PhD with expertise in the field of Refugee Studies or other related areas
- Teaching experience in course director roles

SKILLS/EXPERIENCE:

- Excellent teaching record and experience designing and delivering courses
- Strong communication skills, including verbal and written English skills and the ability to summarize complex ideas, as well as the cross-cultural communication skills needed to work effectively in an international, intercultural, academic atmosphere. Advanced French language skills desirable
- Knowledge of and/or experience in Refugee Studies
- Demonstrated ability to exercise judgment, take initiative and solve problems

- Strong interpersonal and teamwork skills. Supervisory experience in an academic setting desirable
- Excellent organizational, time management and multi-tasking skills
- Applicants with lived experience with migration and applicants from equity seeking backgrounds are strongly encouraged to apply

Please submit by email (subject heading: CRS Assistant Director) a CV and cover letter including the contact information of at least two references no later than August 2, 2021 at 12:00pm (EDT) to:

**Michele Millard, Coordinator
Centre for Refugee Studies
Email: mmillard@yorku.ca**