



American Center for Mongolian Studies

Job Opening: Resident Director, American Center for Mongolian Studies, Ulaanbaatar, Mongolia

The American Center for Mongolian Studies (ACMS) is seeking a Resident Director for its Ulaanbaatar, Mongolia office. The ACMS is a non-profit, non-governmental educational organization that supports the development of Mongolian Studies and academic exchanges with Inner Asia. The ACMS is a member of the Council of American Overseas Research Centers (CAORC) with funding from the US government, private foundations and member institutions and individuals. For more information on the ACMS, please visit www.mongoliacenter.org. The ACMS defines Mongolian Studies to include all academic fields as they relate to Mongolia and the Inner Asian region.

The ACMS Resident Director is responsible for the management of the ACMS Ulaanbaatar office, staff and programs, and the development of new programs, partners and funding sources. The Resident Director will oversee approximately 5 full- and part-time staff members in Ulaanbaatar, and will work cooperatively with the US-based Executive Director under the direction of the Board of Directors. The position requires an ability to work effectively with international and Mongolian academic institutions, scholars and students, diplomatic staff, international donor and aid agencies, and the business sector. Experience in the US higher education system through study or work and experience working or studying in Mongolia or Inner Asia is required.

The position is salaried and full-time in Ulaanbaatar, Mongolia. Short-term research and personal leaves are negotiable.

The responsibilities of the ACMS Resident Director include:

- Development and oversight of ACMS programs in Mongolia, including the ACMS library, intensive Mongolian language program, fellowships, internships, speaker series, conferences and other initiatives;
- Developing new programs and projects by identifying and leading grant writing, partnership opportunities and fundraising;
- Overseeing the financial accounting and management of the ACMS operations in Mongolia, including management of the ACMS staff;
- Facilitating the research activities of international scholars and students in Mongolia, including providing logistical support and helping locate partner institutions and scholars in Mongolia.
- Building and maintaining good relationships and initiating programs with Mongolian and US academic institutions, scholars and students, including developing academic exchanges and inter-institutional linkages between Mongolian and US higher educational institutions;
- Managing relationships with key stakeholders such as the US and Mongolian governments, other international governments and organizations, funding agencies, the ACMS Board and institutional supporters;

- Overseeing ACMS communications and publications including the ACMS newsletter, promotional materials, grant proposals and grant and program reports;
- Oversight of the ACMS website and on-line programs and resources;

Qualifications for the position include:

- * A Masters Degree is expected, a PhD preferred
- * Experience living, working or studying in Mongolia or Inner Asia
- * A graduate degree or teaching experience with a US university
- * Strong administrative and managerial experience required; financial management and accounting experience preferred
- * Mongolian language ability preferred

Application materials required include:

- * A cover letter that summarizes your interest in the position and relevant experience
- * A current CV with contact information
- * A list of three references. References will only be contacted for short-listed candidates.

Please submit your application as an email attachment to:

application@mongoliacenter.org.

Application screening will begin July 17, 2023, and will continue until a suitable candidate is identified.

For more information on the position, please email: application@mongoliacenter.org

For more information on the ACMS, please visit our website: www.mongoliacenter.org

The ACMS does not discriminate in employment on the basis of sex, race, color, national origin, disability status or religion.

ACMS Mission Statement:

The American Center for Mongolian Studies (ACMS) is a non-profit educational organization that supports the development of Mongolian Studies and academic exchanges with Inner Asia. The activities of the ACMS include the development of academic resources, student and research support and the fostering of academic partnerships in all fields of study related to Mongolia.