

Job Description – Assistant Director for Digital Projects – February 2024

<p>POSITION:</p>	<p>ASSISTANT DIRECTOR FOR DIGITAL PROJECTS</p> <p>The American Social History Project/ Center for Media and Learning at the Graduate Center, CUNY, develops and produces a wide range of educational materials and professional development programs focusing on American history and culture. ASHP/CML also leads other programs at the Graduate Center such as the New Media Lab. A staff position, the Assistant Director for Digital Projects focuses on developing, coordinating, and fundraising for digital projects, and is anticipated to begin JUNE 1, 2024.</p> <p>This is a one-year full-time position with continuation dependent on funding. Graduate Center policy currently requires staff to work in-person at least seventy-percent of the time. The ASHP/CML is located at 365 5th Ave., NY, NY.</p>
<p>DUTIES:</p>	<p>Envision, develop, and manage digital programs, including production of web-based educational materials, professional development opportunities, and public history programming.</p> <p>Identify new collaborative programming opportunities and connect the Center’s projects to academic and public networks focused on digital history and digital humanities.</p> <p>Research funding opportunities, write proposals, and identify partnerships to support new online projects.</p> <p>Co-manage the New Media Lab, a resource for Graduate Center students and faculty from a variety of academic disciplines to undertake scholarly digital media projects. Develop programs that increase awareness of the lab, recruit and advise students and faculty.</p> <p>Promote and expand the use of <i>Who Built America? OER</i>, a digital textbook and suite of multimedia history education resources set to launch in 2024.</p> <p>Serve on ASHP/CML Executive Committee to set priorities and policies for the Center.</p>
<p>QUALIFICATIONS:</p>	<p>Requires: advanced degree in U.S. history; strong administrative skills including experience with fundraising, grant writing, and project management; expertise developing and producing digital programs. High school or college teaching experience is desirable.</p>

SALARY:	\$85,000-\$95,000 depending on prior experience

Review of applications will begin on March 1 and continue until the position is filled. Send a letter of application, curriculum vitae or resume, and names and contact information for three professional references to:

Donna Thompson Ray
American Social History Project/Center for Media and Learning
DThompson@gc.cuny.edu