

## Executive Director - Center for Italian Studies



### **Required Qualifications (as evidenced by an attached resume):**

Master's Degree and five years of full-time experience in an institution of higher education. Extensive experience in the fields of Italian, Italian-American and/or Italian diaspora studies. Experience in marketing and public relations.

### **Preferred Qualifications:**

Ph.D. and five years of experience in Italian, Italian-American and/or Italian diaspora studies. Organizing events that result in publications. Experience in publishing, editing, coordinating, and supporting scholarly publications produced through events. Experience in financial management and fundraising. Bilingual in Italian.

### **Brief Description of Duties:**

The incumbent is responsible for making the Center for Italian Studies a productive and integral part of Stony Brook's academic life for both the campus and the community. The center director will provide the leadership for the day-to day operations of the Center for Italian Studies working in collaboration with the Faculty Research Council, External Advisory Board and the Alfonse M. D'Amato Endowed Chair and reports directly to the Dean of the College of Arts and Sciences. In addition, the center director is responsible for planning and organizing center events/speakers and oversee curation of collections. The center director is also responsible for cultivating private and corporate donors.

### **Duties:**

- Provides leadership in all administrative aspects of running the Center for Italian Studies and in the integration of the study, research, and teaching functions of the Center. This will include short, medium, and long-range planning to undertake new initiatives that appropriately position the Center across local, regional, national, and international markets. Develops policies, which keep the Center's programming and scheduling dovetailing that of the Center for Italian Studies and the mission of the College of Arts and Sciences that expand the reach of the Center. Makes quarterly reports to the Dean on center activities, operation, and fiscal position. Maximizes undergraduate and graduate student involvement in the Center. Provide outreach and educational programming to high schools and Stony Brook students. Acts as a liaison with other campuses, extramural agencies, academic departments and the community.
- Event Management: Plans for future activities by setting priorities, establishing objectives, and determining methods of evaluation. Oversees the scheduling, organizing, and planning of yearly events such as lectures, panels, seminars, conferences, etc. Responsible for identifying, arranging, and scheduling speakers. Responsible for ensuring that events are scheduled in a manner that prevents conflicts in schedule. Facilitates all aspects of event requirements including insurance coverage, preparation of publicity materials, transportation, announcements and press releases. Programs events of the highest standards, in keeping with the education mission of the University.

- **Fiscal Management:** Creates and manages yearly center budget and budget for each event in consultation with the Academic Centers and Institutes (Hub) Business Manager. Makes necessary purchasing arrangements in accordance with accepted SUNY procedures. Works with Advisory Board to develop private, foundation, and corporate funding to supplement state appropriations. Responsible for all fundraising for the center and working with the Research and Advancement officers for donors and grants. Works with the Advisory Council in all aspects of Center activity, including the development of private, foundation, and corporate funding to supplement state appropriation.
- **Supervision:** Provides leadership, mentoring, training, supervision, oversight, and expertise to direct reports and student assistants.
- **Communications:** Develops appropriate contact lists for mailings, e-mail, and social media communications with the Academic Centers and Institutes (Hub) Administrator.
- Provides leadership in the integration of the study, research, and teaching functions of the Center for Italian studies. Directing the planning and coordination of all academic and research projects conducted under the auspices of the Center. Coordinating the development of instructional offerings in conjunction with academic departments. Collection and curation of relevant research to the Center and its members.
- Other duties or projects as assigned as appropriate to rank and departmental mission.

#### **Special Notes:**

This is a full-time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption.

In accordance with the New York State Department of Health (DOH) regulation that all hospitals and nursing homes “continuously require all personnel to be fully vaccinated against COVID-19,” Candidates who are not already vaccinated must obtain the first dose of the vaccine within three (3) calendar days of acceptance of conditional job offer and must obtain any subsequent doses in accordance with the vaccine protocol. Candidates who are partially vaccinated, but not yet fully vaccinated, must complete their vaccination series within three (3) calendar days of job offer or in accordance with vaccine manufacture protocol, whichever comes later. The regulation also includes those who may be affiliated with or interact with employees of a hospital or nursing home. The regulation allows for limited exemptions with reasonable accommodations, consistent with applicable law.

Resume/CV and cover letter should be included with the online application.

***Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.***

If you need a disability-related accommodation, please call the university Office of Equity and Access (OEA) at (631) 632-6280 or visit [OEA](#).

*In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed [here](#).*

Visit our [WHY WORK HERE](#) page to learn about the **total rewards** we offer.

View our [FAQ page](#) to learn about the total rewards we offer.

**Official Job Title:** Director

**Job Field:** Administrative & Professional (non-Clinical)

**Primary Location:** US-NY-Stony Brook

**Department/Hiring Area:** European Languages, Literatures,, and Cultures

**Schedule:** Full-time

**Shift:**Day Shift **Shift Hours:** 8:00 am- 5:00 pm

**Posting Start Date:** Jan 26, 2022

**Posting End Date:** Feb 16, 2022, 11:59:00 PM

**Salary:**Commensurate with experience

**Appointment Type:** Term

**Salary Grade:**SL6