

Position: Program Manager, South Asia Studies Council MacMillan Center

October 13, 2008

General Purpose:

Manage and perform a range of administrative, financial, research, educational, and outreach activities for the South Asia Studies Council (SASC) within the overall policies of MacMillan Center and Yale University. Support the Chair, South Asia Studies Council, in all matters relating to the work of the South Asia Studies Council, including any special initiatives that may be launched.

Essential Duties:

1. Provide management of SASC office and staffing. Serve as link between Council faculty, MacMillan Center managers, and support staff at SASC. Supervise SASC clerical staff and student workers.
2. Oversee the fiscal management, including annual budgets and financial operations of the SASC.
3. Serve as the main liaison with other units in the MacMillan Center, Yale University, and beyond. Work to strengthen SASC presence on campus and in the community, including co-sponsoring events with other Universities or other units at Yale University.
4. Take initiative in identifying, preparing, and submitting grant applications, under the guidance of Council faculty, for Federal Department of Education Programs as appropriate, Foundations, and other sources where funds may be available to support the activities of the Council. Take principal responsibility for managing such grants and their reporting needs.
5. Develop, coordinate, and provide educational and outreach services that are in line with SASC initiatives to promote understanding of South Asia.
6. Manage SASC publicity materials and publications, publish and distribute newsletters; oversee and help re-design SASC web site to ensure current, detailed and interactive web presence for SASC among its constituencies.
7. Oversee the postdoctoral and visiting scholars program, including appointment process for postdoctoral associates, visiting scholars or faculty, and language lecturers.
8. Serve as Registrar for the South Asian Studies major, and work with faculty in developing a graduate concentration.
9. Organize, attend, and follow up meetings of the SASC and the Executive Committee of the SASC; prepare annual reports.
10. Provide logistical support for SASC events at Yale; ensure visitors are effectively supported for travel, facilities, and coordination of meetings; and represent Chair, SASC at relevant association and business meetings off campus, as required.

Skills and Abilities:

1. Excellent organizational and interpersonal skills; ability to work harmoniously with faculty, staff and students from diverse organizations.
2. Able to prioritize work under multiple deadlines and various reporting lines.
3. Excellent written and verbal communication skills.
4. Computer skills: proficiency in spreadsheets, word processing, internet, HTML and desktop publishing.
5. Preferred: Knowledge of a South Asian language and culture.

Education and Training:

1. BA in relevant social sciences or humanities discipline and graduate degree (MA or PhD) in one of these disciplines with research experience in India; or MA in South Asian Studies with a focus on India
2. At least three years experience in organizing and managing a wide range of activities including budgets, financial and annual reporting, and events management, or equivalent combination of education and experience.