



ISPU Seeks Assistant Director for Center for the Study of American Muslims

The Institute for Social Policy and Understanding (ISPU) is an independent, nonpartisan think tank and research organization committed to conducting objective, empirical research and offering expert policy analysis on some of the most pressing issues facing the United States. These issues include US foreign policy, national security, the economy, and public health. In addition, ISPU has assembled the leading experts in the field and built a solid reputation as a trusted source for information about Muslims in the United States and abroad.

We host the Center for the Study of American Muslims and the Center for Global Health as well as publish policy briefs, articles and op-eds on emerging issues related to Muslims in the United States and abroad.

ISPU seeks an **Assistant Director of the Center for the Study of American Muslims** to support our growing research department. This experienced Project Manager will lead ISPU's day to day efforts to track emerging issues related to American Muslims, engage with leading scholars and policy makers, evaluate research proposals and organize events and outreach.

This is a part time position which may grow into full time. The Assistant Director will be expected to work 15-20 hours a week. Preferred location is Washington, DC or New York City but flexibility will be shown for the right candidate.

Essential Job Functions

- Expand CSAM's call for proposals to garner innovative ideas and new scholars
- Review research proposals regarding American Muslim communities and provide feedback to CSAM Director and research team
- Review all ISPU policy briefs and articles pertaining to American Muslims
- Support the CSAM publication process by working with scholars on content, voice and scope.
- Track CSAM budget and priorities
- Assist Executive Director and Development team with grant proposals related to CSAM.
- Participate in weekly Research Committee meetings
- Organize public events and academic conferences and workshops related to research on American Muslims at universities and other venues across the country.
- Present ISPU's work at stakeholder and public meetings

Requirements

- Masters Degree or PhD in social sciences or humanities with a strong research background

- Strong familiarity with scholarly literature on Muslim communities in the US
- Experience in research design and grant-writing
- Excellent writing and editing skills, particularly for general policy and media consumption
- Extremely detail and process oriented with an entrepreneurial spirit
- Team player with the ability to manage multiple demands
- Basic finance and budgeting skills
- Ability to work flexible hours, including evenings and weekends

To Apply:

Please send your resume, cover letter and a 2-5 page relevant writing sample to humanresources@ispu.org. Please use "CSAM AD Application" as your subject line. Application deadline is November 15, 2011. No phone calls please.