

**Job Title:** Postdoctoral Fellow in Transformative Learning in Humanities (TLH) Program  
**Full/Part Time:** Full-Time

**Description:**

Based in the CUNY Office of Academic Affairs and reporting to the Director and the Faculty Directors of the TLH program, the Postdoctoral Fellow will join an institution with strong support for teaching and the humanities and will be part of an enthusiastic and collaborative community of faculty members and staff working together to educate and equip the next generation of students and scholars. The Postdoctoral Fellow will design and conduct qualitative research related to transformative teaching and learning practices and contribute insights and strategic thinking to program development and assessment. The Postdoctoral Fellow will also be responsible for TLH program implementation, oversight, and grant reporting. and will supervise the TLH part-time staff.

**Duties include but are not limited to:**

- Designs and conducts qualitative research related to transformative teaching and learning practices at CUNY and presents findings at relevant academic conferences;
- Seeks funding opportunities and writes grant proposals to build upon and expand the work of the TLH.
- Contributes insights and strategic thinking to program development and implementation;
- Contributes to planning and implementation of informational sessions, pedagogy workshops, open seminars, institutes and other TLH events at sites across CUNY;
- Oversees, administers, and contributes to development of a community spanning humanities departments, Centers for Teaching and Learning and faculty at multiple institutions;
- Contributes to the development and implementation of monthly seminars and events for TLH Faculty Fellows;
- Manages all aspects of the grant supporting the project, including financial tracking and regular reporting as stipulated by the Andrew W. Mellon Foundation;
- Monitors expenditures relative to the grant budget to ensure targets are met;
- Masters complex systems, including multiple financial systems, grant administration, university administration, multiple campus environments;
- Oversees the development and maintenance of a website for the project and public websites on CUNY Academic Commons and on the international

- academic social network Humanities, Arts, Sciences, and Technology Alliance and Collaboratory (HASTAC);
- Cultivates a strong media presence (social media and traditional media) and Communications plan for broadcasting grant-related activities;
  - Contributes to the application and selection process for TLH Faculty Fellows;
  - Oversees and ensures timely payments to TLH Faculty Fellows;
- Manages assessment process and oversees consultant in the development of various evaluative instruments to study the impact of the grant;
- Represents the work of the grant in relevant online and print scholarly publications and encourages the TLH Faculty Fellows to publish about the outcomes of the grant;
  - Ensures that all work of the grant exemplifies principles of equity and diversity

### **Qualifications:**

The ideal candidate will possess the following experience, knowledge, skills, abilities, training or certifications:

- Doctoral degree in area(s) within the humanities, social sciences, higher education administration or related area
- Experience conducting and publishing research in the humanities and/or on higher education
- A commitment to public education and the humanities
- Undergraduate teaching or mentoring experience, including in community colleges
- Experience working with and commitment to diverse communities
- Interest in working with and supporting underserved student populations
- Past success working collaboratively in diverse and interdisciplinary environments
- Experience building and engaging communities
- Experience organizing academic events or conferences
- Project management experience
- Familiarity with administering a WordPress installation
- Experience with grant management including financial and activity reporting
- Ability to monitor grants, budget, and expenditures to ensure that targets are met
- Supervisory experience including personnel and recruitment actions
- Familiarity with academic assessment