February, 2018

Association for Asian Studies
Executive Director Job Opening

The Association for Asian Studies (AAS) seeks a new Executive Director (ED) to serve as the chief administrative officer of the Association beginning in the first months of 2019. The Association for Asian Studies is a non-political, non-profit international association open to all persons interested in Asia and the study of Asia. With a membership of approximately 7000, the AAS is the largest professional association in its field. Working under the supervision of the AAS Board of Directors, the Executive Director manages the AAS Secretariat in Ann Arbor, Michigan; oversees the administrative and financial affairs of the Association; is responsible for the continuing smooth functioning of the Association; and shares with the Board of Directors the work of representing the Association to its members and to the public at large.

As the Association’s primary administrator and most consistent face, the Executive Director is expected to work with the Officers, the Board of Directors, and a Secretariat staff of approximately eight or nine members toward developing and implementing a vision for AAS in a changing, 21st-century Asian Studies environment. In addition to maintaining internal processes effectively and carrying out projects that enhance the mission of the Association, the ED is expected to be active in formulating and shaping the policies and priorities of the Association. The ED must therefore be able to facilitate effective communication and build consensus within all levels of an academic organization – with boards, committees, administrative staff, and individual members.

The Executive Director has ultimate responsibility for the records, general correspondence, and accounts of the Association, and oversees the maintenance of membership and subscriber lists, the election of the officers and other members of the Association’s Board of Directors, the collection of dues and subscriptions, and the arrangements for the annual conferences. In addition, the ED maintains relations with other scholarly associations as appropriate; supports the Association’s efforts in Development and Strategic Initiatives; provides support to the Councils and Committees of the Association and to other AAS initiatives; advises on policies, programs, and procedures; and performs such other duties as may be specified in the Constitution or Bylaws or be assigned by the Board of Directors. The ED must be familiar with the range and complexity of tasks performed by individual members of the Secretariat staff, so as effectively to support and coordinate these efforts.

Because the Executive Director serves as a conduit for communication between all levels of the association, as well as to the general public, the ED should be an effective communicator, representing AAS to a wide range of audiences, from faculty and students to journalists, foundations, and think-tanks. The position requires good judgment, common sense, and the ability to organize and prioritize a multitude of projects and functions without neglecting core administrative tasks. Prior administrative experience is essential. Background in Asian Studies is highly desirable. Salary will be commensurate with experience.
Applications should include a letter of application, a CV, and three confidential letters of recommendation that should be sent separately. For primary consideration, all application materials should be sent to Michael Paschal (mpaschal@asian-studies.org) by 5 p.m. E.D.T. on 25 April 2018. Review of applications by the executive officers of the Association will be ongoing, with interviews to be conducted in summer, 2018. Applicants who are not citizens or permanent residents of the USA may be considered only if their qualifications make them irreplaceable by a US citizen or permanent resident.