

ACADEMY OF CRIMINAL JUSTICE SCIENCES (ACJS)
EXECUTIVE DIRECTOR

The Academy of Criminal Justice Sciences is seeking applications for a half-time position of **Executive Director**.

The Executive Director oversees the daily operations of the national office, and is the principal person for implementing Executive Board initiatives, overseeing the selection of and contract negotiations for annual meeting sites, assisting with organizing the annual meeting (with the president and program chair handling content), and obtaining and expanding meeting vendors and sponsors. Other job requirements include:

- Assist the President with preparation of the proposed annual budget.
- Prepare and submit the appropriate financial reports (with the Treasurer).
- Monitor the flow of Academy funds (with the Treasurer).
- Coordinate efforts of Academy committees and official representatives.
- Supervise the maintenance and updating of the ACJS website.
- Monitor general office activities and performance.
- Function as the annual meeting manager (e.g. design exhibit hall layout, coordinate advertising and exhibits, etc.).
- Travel to the annual meeting, the Executive Board mid-year meeting, and the meeting of the Budget, Finance and Audit Committee.
- Visit the national office on a quarterly basis and, at the request of the President, engage in other travel, possibly including international travel.
- Serve as the first contact in the Certification process. Work with institutions to insure all paperwork is completed, and with the Academic Review Committee to complete the process.
- Conduct the training of Certification reviewers.

Applicants must meet the following criteria:

- Demonstrated record of quality service to the Academy
- Well-articulated vision for the Academy
- Current ACJS membership
- Demonstrated record of scholarly activity
- Earned doctorate or terminal degree in criminal justice or a closely related field
- Senior (associate professor or above) academic rank at current or most recent institution
- Demonstrated ability to work with others, as a supervisor and as an employee
- Demonstrated management/supervisory experience
- Willingness to travel.

Interested candidates should provide a formal proposal to the Selection Committee no later than December 31, 2011. The proposal should be submitted electronically and include:

- Current curriculum vita
- Statement of vision for the Academy (up to 1000 words)
- Candidate Information Form (which can be obtained by clicking on the link in the Hot Topics section of the ACJS website, www.acjs.org)
- Three letters of reference (may be mailed separately).

The Executive Board of the Academy will appoint the Executive Director for a three-year term which may be renewed. The Executive Director will be paid at one half his or her current salary, up to \$50,000, plus receive reimbursement for required travel expenses, but with no benefits. ACJS is an equal opportunity employer: Minorities and women are encouraged to apply.

Please forward electronic applications and direct requests for further information to:

David F. Owens, ACJS Treasurer
Criminal Justice Department, Onondaga Community College
4585 West Seneca Turnpike, Syracuse, New York 13215-4585
Phone: 315-498-2670; Fax: 315-498-2522
email: dfowens@gmail.com