

INTERNATIONAL SOCIETY OF POLITICAL PSYCHOLOGY (ISPP) IS SEARCHING FOR A NEW DIRECTOR OF THE SUMMER ACADEMY

Position: Director of the ISPP Summer Academy (3-Day Workshop held annually)

Duration: 3 years beginning in July 2015

Time Commitment: Initially, this position is likely to require 4-5 days commitment per month, with a full-time commitment during the Summer Academy, which takes place over 3 days immediately prior to the ISPP annual conference.

Information about the Summer Academy (SA)

The aims of the ISPP Summer Academy is to train interested faculty and students in both foundational and cutting-edge research and to increase the geographic reach of political psychology as a field of study. Every year since 2011, a new program has been designed for 35-40 student fellows, all of whom are likely to teach and/or conduct research in political psychology in the future. The program is interdisciplinary, research-driven, and highlights diverse theoretical debates and methodological applications. Once accepted for admission, fellows receive free membership in ISPP for one year and a full fee waiver for the ISPP annual meeting. In 2016, the conference will be held July 14-17 in Warsaw, Poland, and the Summer Academy will be held just before.

Essential Requirements

- Good administrative and prioritizing skills
- Good knowledge of political psychology theoretical and empirical debates and developments
- Computer literate
- Effective communicator
- Able to adapt quickly to change and be flexible
- Demonstrate initiative towards taking on extra tasks
- Enjoy working with people from different cultures
- Able to address large groups
- Good problem solving skills
- Some management experience
- All applicants must be members of ISPP.

Desirable Requirement

- Experience with organization of summer schools, preferably in social science

Main duties of the ISPP Summer Academy Director

1. To create and be responsible for the Summer Academy program, the design of courses, materials & activities and events;

2. To manage all activities and the co-ordination of support staff including an administrative assistant;
3. To write an annual development plan;
4. To plan the Summer Academy budget in conjunction with the ISPP Executive Director (who is responsible for venue, catering, services contracting) and Treasurer, for final approval by the Governing Council;
5. To oversee budget and maintain accurate accounts from start to finish of each year's Summer Academy;
6. To coordinate Summer Academy fellow registration and prices with the ISPP Executive Director;
7. To liaise with the ISPP Executive Director for marketing the Summer Academy, including updating and distributing brochures and website and to ensure recruitment targets are met;
8. To answer/oversee all correspondence during the year regarding the Summer Academy;
9. To compile content for the Summer Academy printed program and other materials;
10. To coordinate with the ISPP Executive Director regarding the printing of Summer Academy materials;
11. To oversee and contribute to the selection of fellows and ensure consistency and high standards for their selection (in collaboration with the Organizational Committee);
12. To oversee recruitment of fellows by generating an annual call;
13. To invite and recruit summer school instructors;
14. To ensure all Summer Academy instructors are fully briefed;
15. To monitor all course and administrative support materials for the Summer Academy;
16. To be responsible for the Summer Academy timetable;
17. To be responsible for day-to-day running of Summer Academy;
18. To be responsible for efficiency, punctuality and monitoring the performance of Summer School staff;
19. To be in daily contact with catering, maintenance and custodial support during the Summer Academy (in collaboration with the ISPP Executive Director)
20. To oversee the Summer Academy webpages and Facebook account;
21. To write and send frequent status updates to the ISPP Summer Academy Organizational Committee;
22. To write and present annual and midterm report to the ISPP Governing Council;
23. To have read and understood the ISPP constitution, and be fully conversant with its ethos and approach;
24. To represent the Summer Academy positively in all conversations;
25. To oversee end of course feedback (from fellows);
26. To contribute to the development of an aftercare package for students who have attended the Summer Academy (thank you email, information on available pictures and lectures notes that instructors want to make available to all after class, information on who receives the travel scholarships, etc.);
27. To undertake other duties commensurate with the responsibility as Summer Academy Director.

Remuneration

The ISPP Summer Academy Director will receive an annual honorarium of \$1,000 USD to cover travel and accommodation costs during the workshop.

More information and past programs is available here:

<http://www.surrey.ac.uk/politics/research/researchareasofstaff/isppsummeracademy/index.htm>

Search Committee:

The ISPP Summer Academy Search Committee is happy to receive any questions about the position as well as nominations (including self-nominations):

John T. Jost (New York University, USA, Committee Chair) - john.jost@nyu.edu

Tereza Capelos (University of Surrey, UK, Former Director): t.capelos@surrey.ac.uk

Gian Vittorio Caprara (Sapienza University of Rome, Italy, Former Instructor):

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Paul Nesbitt-Larking (University of Western Ontario, Canada, Former Instructor):

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Aleksandra Cichocka (University of Kent, UK, Former Student): a.k.cichocka@kent.ac.uk

Nominating Process/Deadline:

If you know of someone whom you believe would make a good Summer Academy Director, please pass on this information and nominate them or encourage them to nominate themselves.

Nominees should send a CV and a brief statement about their plans and priorities if selected as the Director to the ISPP Executive Director, Severine Bennett, at sbennett@ispp.org. Membership will be verified and the information passed on to the search committee for review.

The deadline for submitting nominating materials is April 27, 2015. The candidate who is selected will be asked to “shadow” the current Director during the 2015 Summer Academy in San Diego from June 30-July 2, 2015.