

# JOB AD

## Assistant/Associate Director, Center on the United States and Europe, Brookings Institution

Disciplines: HSS

Location: DC

### OVERVIEW:

The Assistant/Associate Director of the Foreign Policy program's Center on the United States and Europe (CUSE) provides high-level administrative and project management with a focus on budgeting, finance, and administration of projects within the Center. The Assistant/Associate Director plays a principal role in the coordination of programming, administration, budgets, and policies for the Center; supervises planning and implementation for CUSE events and conferences; and assists in the management of CUSE staff and visiting fellows. The Assistant/Associate Director reports to the Director of the Center and works with the Vice President and Director of Foreign Policy (FP VP), Finance, Development, Communications, and Administration staff to lead budget development and compliance, facilitate funding proposals and reporting, and oversee staff operations and management. The Assistant/Associate Director is responsible for maintaining a detailed and up to date tracking matrix of activities, planned outputs, and events, for use in developing concept notes, impact planning, and communications planning.

### RESPONSIBILITIES:

#### Finance and Development (40%)

- Works with CUSE Director and FP Finance team to develop and monitor annual budgets, and individual budgets for special events, for all projects within the Center.
- Works with FP Finance team to submit and revise budgets during the year.
- Ensures compliance with established budgets within Center projects; works closely with CUSE Scholars and staff to maintain awareness of activities, budgets, and spending.
- Works with FP Finance staff to compose, review, and monitor all Center contracts with affiliates and vendors.
- In coordination with appropriate staff, ensures that all invoices and payments are processed quickly and accurately.
- Assists Center Director, Scholars, and FP Development staff in identifying and prioritizing fundraising needs to support the Center's activities.
- Works in coordination with the FP Vice President and FP Development staff to create and implement fundraising goals and strategies to cultivate and steward individual, corporate, foundation, government and other donors.
- Works closely with FP Development staff to prepare concept notes, proposals, and applications for grants, contributions, and other support to Center projects.
- Works with FP Development staff and Center scholars to ensure all grant requirements are fulfilled, to create narrative and financial reports for grants and contributions, and to ensure that reporting deadlines are met.

#### Program Development and Events Management (30%)

- Working under the direction of the CUSE Director, plans, develops, coordinates, and implements strategies to deepen, strengthen, and expand the Center's role as a leading forum for research and debate on issues affecting US-European relations.
- Under the guidance of the CUSE Director, assists in overseeing the internal management of the Center and ensures that short- and long-term commitments (including research products, events, and other major deliverables) are carried out in a timely, high-quality manner, in accordance with Brookings policies.
- Meets regularly with the Director, Research Director, Center Coordinator and other CUSE staff members to plan, coordinate, and manage CUSE programming.
- Supervises CUSE staff in the planning and implementation of major events; directs and oversees staff organization of conferences and meetings (both in Washington, DC and abroad), including logistical arrangements such as hotel accommodations and travel for conference participants.
- Helps conceptualize and design seminars, briefings, and other events; identifies speakers and topics for current and potential programs; ensures that activities successfully impact key constituencies.

The double title level indicates the organization is considering different levels of experience.

Some job descriptions indicate the department or area within the larger organization in which the position will report. Be sure to research both the organization and center for clues to customize your application materials.

This indicates a further level of administration within the larger organization. Read job descriptions carefully to determine where the position will be housed.

The three areas listed here are slightly different from the bulleted breakdown of responsibilities further below, and provide a clue as to the priorities of the position.

The duties described in this sentence align with those in the bulleted lists of responsibilities.

Take note of the word choice here. It emphasizes the role as a leadership position rather than strictly hands-on.

The reporting structure is important for identifying where the position falls in the organization. Be sure to research the people currently in the listed roles for an understanding of the leadership team and those with whom you will collaborate.

Note that these specific responsibilities are not listed in the bulleted breakdown below. When creating application materials, preparing for interviews, or planning for success in the position, the entire job description is fair game.

When a job description is broken down into categories like this, the professional summary section of the resume can easily be customized to showcase the most important/relevant skills. Pay attention to the percentages, as some areas may not be as balanced as in this one and could require greater emphasis.

There is a large amount of teamwork and collaboration in this position. Experience working in such an environment should be emphasized in the resume and cover letter.

Don't worry if you have never planned or implemented a "major event" (for example). Job descriptions describe the "ideal" candidate, and someone with that exact combination of skills and experiences may not even exist let alone be interested in applying for this particular position at this place and time. If you feel you are 60% qualified, go ahead and apply. In this case, if you planned smaller events, that experience can be relevant (and employers often allow for growth in a position).

### Operations and Staff Management (30%)

- Serves as representative of CUSE to FP and other Brookings staff on behalf of the Center Director when requested; communicates with FP management, including the FP Vice President and Management team members as necessary, regarding operations and programming.
- In coordination with FP Finance, Development, Communications, and Administration staff, serves as Center's main point of contact with Office of General Counsel, Office of Financial Services, and Office of Communications.
- Coordinates with FP Management to remain informed of Brookings policies and procedures, and disseminate developments to all CUSE members.
- Manages CUSE operations; provides guidance and direction to staff; ensures support for all Center staff and affiliates.
- In coordination with FP Management, FP Communications, and appropriate CUSE staff, ensures that publications by Scholars, Visiting Fellows, and Contractors are published accurately, on time, and within budget.
- Works with FP Communications and CUSE staff to advance and implement an effective outreach and impact strategy.
- Works with FP Administration to coordinate recruitment/hiring, orientation, and renewal process (as necessary) for all new CUSE employees and affiliates.
- Composes affiliate contracts; serves as primary point of contact for visiting scholars' questions or requests for amendment of contracts.
- Directs CUSE staff in assisting CUSE Visiting Fellows with administrative matters and support.
- Manages special projects and initiatives as needed.

### QUALIFICATIONS:

#### Education/Experience Requirements:

Bachelor's degree required; Master's degree in international relations, political science, or **related area** is preferred. Depending on the level of hire, this position requires a minimum of **5-8 years** of relevant professional experience, including experience in project management, budget analysis, and development. Experience working with policy issues and with high-level personnel is **strongly preferred**. Proven interest and experience in U.S. policy toward Europe and/or transatlantic relations is preferred. **Must be currently authorized to work for any employer in the U.S.**

#### Knowledge/Skills Requirements:

The Assistant/Associate Director must demonstrate management experience and leadership ability; superior organizational and multi-tasking skills; attention to detail; strong interpersonal skills; and poise, discretion and mature judgment. Supervisory experience is required. Must be a mature, self-motivated, team player who works well with little or no supervision and gets along well with a variety of personality types. Strong oral and written communication and listening skills, and ability to provide feedback while respecting the abilities of others are required. The Assistant/Associate Director must be articulate, persuasive, polished, and collegial with ability to successfully interact with high-level individuals in diverse settings. Must be flexible and capable of working in a fast-paced environment with shifting and competing priorities, must be **honest and discreet**. Ability to effectively utilize all software utilized in contemporary office environment is required. Knowledge of U.S. policy toward Europe and/or transatlantic relations is preferred.

#### Additional Information:

- Brookings requires that all applicants submit a cover letter and resume. Please attach your cover letter and resume as **one document** when you apply.
- Successful completion of a **background investigation** is required for employment at Brookings.
- Brookings is an equal-opportunity employer that is committed to promoting a diverse and inclusive workplace. We welcome applications from all qualified individuals regardless of race, color, national origin, gender, sexual orientation, age, religion, physical or mental disability, marital status, veteran status, or other factors protected by law.

This opens the door for a wide variety of educational backgrounds, especially if combined with relevant work or research experience.

Don't let numbers like this intimidate you. Your graduate school experiences can add up. Unless you are significantly outside of the listed number of years (even when including graduate school), go ahead and apply within reason. Make the case for why your experience is relevant and beneficial, and let the employer decide someone else is more qualified.

Take listed preferences seriously. While they will consider candidates without it, anything you can do to show you align with these experiences will help you ensure consideration.

Unfortunately this rules out most scholars studying on F-1 and J-1 Visas. Speak to your International Student Services office if you have questions about employment authorization.

Most of the items listed in this section (other than "supervisory experience") are subjective, intangible, "soft" skills or traits. These can be quite difficult to show on a resume in a tangible way, since you can't just make claims like "I'm a mature, self-motivated, team player." The reader needs to see actual teamwork experiences listed (for example). Many of the less tangible qualities are ascertained through the interview process rather than the resume and cover letter, but the employer must see that a foundation is in place for generating the qualities.

Another example of skills and traits that can't easily be listed on a resume. However, if you have experience working with "confidential" information, then you can be seen as an honest and discreet individual.

One way employers determine a candidate's attention to detail is by studying how closely the candidate follows the application instructions. It is not common for them to request the resume and cover letter combined in one document, and a carelessly quick skim of the job description could cause you to miss important details. Read carefully, and follow through on any quirky or uncommon processes or requirements.

This is very common at most organizations. If it required "security clearance" on the other hand, that can delay the hiring process significantly.

# RESUME

123 Example Street  
South Bend, IN 46637

**Philip Osofer**

<https://www.linkedin.com/in/PhilipOsofer>

(555) 555-5555

[Philip.Osofer@nd.edu](mailto:Philip.Osofer@nd.edu)

## PROFESSIONAL SUMMARY

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- Managed organizational budget and participated in financial strategic planning sessions
- Researched and wrote a grant that secured \$3,000 for implementation of new teaching technology that improved interactions among students
- Supervised both peers and assistant staff during event planning and management
- Experience developing confidential partnerships with department and university administrators

## EDUCATION

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### University of Notre Dame

Notre Dame, IN

Ph.D. in History

May 2018

M.A. in History

May 2015

- Kroc Institute for International Peace Studies Graduate Student Affiliate

### University of Michigan

Ann Arbor, MI

B.A. in Global Affairs with Honors, Philosophy minor

June 2013

- *magna cum laude*; GPA: 3.88
- Gerald Ford Scholarship recipient for outstanding undergraduate research

## EXPERIENCE

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### University of Notre Dame

Notre Dame, IN

*Teaching & Research Assistant*

2013-2018

- Collected and organized information from multiple archives, and created large, searchable, databases for 3-4 ongoing projects, including international multi-media collaboration
- Cleaned outdated survey data of 300+ households to assist in researching the future impact of new policies on healthcare access in rural France
- Held office hours for Research Design Methods and developed 5 exam paper prompts per semester
- Integrated cutting edge technology into newly designed course, leading to Graduate Student Teaching Award nomination
- Selected to lead 2 weekly tutoring sessions; recruited and interviewed 8 new departmental tutors

### Notre Dame Union of Graduate Historians (UGH)

Notre Dame, IN

*President*

2016-2017

- Set up and maintained system for tracking new project development data; trained department liaisons to increase proficiency in using the system
- Managed group budget of \$2,500; communicated and negotiated with event logistics representatives; saved over \$1,500 on future contracts

### Research Student Advisory Council (RSAC)

Ann Arbor, MI

*Board Member/ Editor/Webmaster*

2011-2013

- Selected to serve a department of 200+ students; supervised volunteers for 3 events per semester
- Administered the board's website to increase traffic; edited and compiled the quarterly newsletter

### Smith Group

Ypsilanti, MI

*Technology and Operations Research Assistant*

2011-2013

- Tested and verified the effectiveness of new research methods using leading-edge technologies
- Provided publishing and software support for 3-5 team members per year

# COVER LETTER

123 Example St.  
South Bend, IN 46637

August 10, 2017

Thomas Wright, Director  
Center on the United States and Europe  
The Brookings Institution  
1775 Massachusetts Ave., NW  
Washington, DC 20036

Dear Dr. Wright,

While conducting my dissertation research on the impact of policies on healthcare access in rural France, I have discovered that education is the foundation for solving problems. Seeing the interconnectedness of people and policy firsthand, I am committed to applying my knowledge and experience to the Assistant/Associate Director position with the Center on the United States and Europe. My academic knowledge of European issues combines well with my experience managing budgets and supervising staff who planned events. This reality, combined with your commitment to foster high-level U.S.-European dialogue, makes me excited to apply for the position.

One of the hallmarks of my recent work as president of Notre Dame's history graduate student organization has been managing our budget of \$2,500, and negotiating a savings of \$1,500 off of future contracts with an event management organization. Often this required collaborating with campus administrators to develop a strategic approach, and discretion was required until sensitive aspects of the contracts were finalized. Through these meetings, I have developed a practical toolkit for financial oversight, and I will apply these processes to my work with the greater Foreign Policy team.

My undergraduate program and additional work at the University of Michigan's Research Student Advisory Council helped establish the foundation of my supervisory skills, making me quite familiar with management techniques as well as a wide variety of office technology. My ability to relate to different teams in meaningful ways will benefit the daily operations with ongoing and visiting experts. Applying these skills to the administrative aspects of the position, I intend to increase operational efficiencies to better leverage the opportunities presented in my budget. Through these processes, we will serve a greater proportion of the political research community and continually strive to live our mission of excellence.

I am excited about the possibility of joining the CUSE team, and my resume is attached along with this letter. I look forward to discussing my background in more detail, and can be reached at (555) 555-5555 or [Philip.Osofer@nd.edu](mailto:Philip.Osofer@nd.edu) at your convenience. Thank you for your time and consideration.

Warm regards,

Philip Osofer