



STAFF JOB OPPORTUNITY: PROGRAM AND RESEARCH DEVELOPER

The UCLA Center for the Study of Women (CSW) is accepting applications for a **Program and Research Developer** (official title: Program Representative III) beginning January 2020.

This is a **FULL-TIME, CAREER** position.

The Program and Research Developer has the primary responsibility of managing and developing research initiatives, publications, and related programming/events for the Center for the Study of Women (CSW). The position will collaborate with and provide suggestions to CSW faculty on research goals and direction. Based on research directives, the Program and Research Developer will conceptualize and lead the creation and execution of publications and events.

RESPONSIBILITIES

Oversee project implementation, including but not limited to:

- Developing outreach strategies and tracking benchmarks
- Building strategic partnerships for the program
- Developing media strategies to promote the program
- Facilitating training sessions

Propose and conceive CSW publications, including but not limited to:

- Supervising the production and composition of various publications (website, policy briefs, blogs, journals and books, etc.)
- Supervising, mentoring, and overseeing a team of contributors and student researchers to execute goals

Oversee, coordinate, and execute CSW events, including but not limited to:

- Identifying potential speakers/presenters and collaborating with outside faculty, scholars, and researchers
- Overseeing communication and outreach to increase CSW's visibility at UCLA and beyond
- Creating and overseeing the visual identity of CSW and research/events, such as flyer design, branding, and artwork

APPLICATION MATERIALS

- Resume
- Cover Letter
- References

**APPLICATION DEADLINE:
January 1, 2020**

For more information and to apply, visit the UCLA Careers website:
hr.mycareer.ucla.edu/applicants/Central?quickFind=77928
(Requisition Number: 31645)

Questions? Contact CSW at csw@csw.ucla.edu