

Please note: this is an initial two year appointment; extensions will be based on mutual agreement. This announcement has been amended to extend the closing date.

ANNOUNCEMENT: WC-12-12T

OPENING DATE: Friday May 18, 2012
CLOSING DATE: Tuesday June 5, 2012

POSITION: Director, Mexico Institute
Latin American Program

SALARY: WW-0101-14 (\$105,211 – \$136,771 per year)

LOCATION: WASHINGTON, D.C.

WHO MAY APPLY: All qualified candidates may apply

DUTIES: The Mexico Institute seeks to improve understanding, communication, and cooperation between Mexico and the United States by promoting original research, encouraging public discussion, and proposing policy options for enhancing the bilateral relationship in the areas of security cooperation, economic integration, migration and migrants, cross-border cooperation, and energy and natural resources. This position provides leadership to the Mexico Institute by:

- Designing, overseeing, and implementing an active series of activities, including research, publication, meetings, briefings, and outreach to the media, policymakers, and key external audiences, on Mexico and U.S.-Mexico relations.
- Working with Director of the Latin American Program and other program directors on cross-cutting issues and Center-wide themes, especially issues in the hemisphere.
- Working with colleagues in the Latin American Program and the Center's Fellowship Office to bring scholars working on U.S.-Mexico issues to the Wilson Center as visiting scholars.
- Overseeing the Institute's income and expenditures and identifying potential funding sources and formulating the Institute's fundraising strategy and necessary reporting requirements.
- Talent management to include hiring and supervising personnel to ensure a smooth functioning team effort and providing effective administrative guidance and a tone of excellence and relevance to all Center related activities.
- Managing the relationship with a high-level Advisory Board that includes both key donors and senior thinkers on U.S.-Mexico relations, ensuring regular meetings and a flow of information to and from the board to the staff.
- Maintaining relationships with other research institutions, government agencies, non-governmental organizations, universities, journalists, and other interested stakeholders in the U.S.-Mexico relationship.
- Coordinating with and serving in an advisory capacity to the Director of the Latin American Program, and, as needed, to the Center's President and Executive Vice President, and on all matters pertaining to specialty-related topics covered by the Program.
- Maintaining an individual base of policy-relevant research and publication in their area of expertise.

MINIMUM QUALIFICATIONS: At a minimum, qualified applicants must have extensive knowledge of Mexico and US Mexico relations as exhibited by a PhD, or an MA with at least 10 years of relevant policy and/or academic experience. This experience should include recognition as a leader in the field of Mexico and/or U.S.-Mexico studies.

SELECTIVE FACTORS: (Required)

1. Managerial and administrative ability to direct a major program designed to bring cutting edge scholarship to focus on public policy issues related to Mexico and U.S. -Mexico relations, and to plan, supervise, and coordinate the work of others.
2. Professional level written and spoken Spanish language skill.
3. Recognized record of publication on issues relating to Mexico and the U.S.-Mexico relationship. **(Please note: applicants must include a list of published works with their application materials.)**

QUALITY RANKING FACTORS: (Desirable)

1. Broad professional experience and/or educational expertise related to Mexico and the U.S.-Mexico bilateral relationship in the areas of security cooperation, economic integration, migration and migrants, cross-border cooperation, and energy and natural resources.
2. Demonstrated ability to convene meetings and/or coordinate conferences that focus on public policy issues on Mexico and the U.S.-Mexico bilateral relationship.
3. Extensive fundraising, grant management and budgetary experience.
4. Broad knowledge of critical issues pertaining to Latin America (other than Mexico).

WHERE AND HOW TO APPLY:

The Wilson Center does not require a standard application form, but we do require applicants to submit the information listed below. Application materials can be submitted to jobs@wilsoncenter.org or to the address at the end of this announcement. It is very important that you fully address how your work experience and education/training meet both the minimum/specialized experience qualifications and the selective factors. These minimum qualification requirements and/or selective factors identify the knowledge, skills and abilities necessary to be eligible to compete for the position. Quality Ranking Factors/Ranking Factors are not mandatory but are used to determine the best qualified candidates among those eligible to compete for the position. Therefore, it is to your benefit to provide a full description of your experience and education/training relative to the job requirements of this vacancy. Rating of experience will be based only on the information you supply.

JOB INFORMATION: The announcement number, position title, and grade(s) or minimum salary requirements for the job to which you are applying.

PERSONAL INFORMATION: Your full name, mailing address, daytime and evening telephone numbers, salary history, and country of citizenship.

EDUCATION: Colleges and/or universities attended - include name, city, state; majors and type of degree and year(s) received. (A copy of your transcript is not required unless specifically requested.)

WORK EXPERIENCE: Give the following information for your paid and non-paid work experience related to the job to which you are applying: job title, employer's name and address, duties, responsibilities, and accomplishments, supervisor's name and telephone number, starting and ending dates (month and year), hours per week and salary. Please indicate whether or not your current supervisor may be contacted.

OTHER QUALIFICATIONS: Any job-related skills (for example computer, foreign language ability, and/or typing skills), training courses (by title and year), honors, awards, and special accomplishments.

IMPORTANT INFORMATION FOR ALL APPLICANTS

- (1) Applications **must be received** by 11:59 pm EST on the closing date.
- (2) **Failure to address the mandatory qualification requirements and quality ranking factors may result in your not receiving credit for all of your pertinent experience. Applicants are strongly urged to address these factors on a sheet or in a cover letter separate from your resume. If you omit the information requested in this announcement your application may be rated ineligible.**
- (3) Please do not fax your application unless it is specifically requested.
- (4) Travel and Transportation for interviews and/or relocation expenses are not authorized.
- (5) We provide reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be made on a case-by-case basis.
- (6) This is not a U.S. civil service position.
- (7) The duties of this position require some travel.
- (8) A pre-employment background check will be required of the person hired for this position.
- (9) A financial disclosure will be required within 30 days of appointment.
- (10) **Please note: All newly appointed employees must serve a one-year initial trial/probationary period.**

Please Note: All Woodrow Wilson International Center for Scholars positions require fingerprinting of employees hired and will include some additional background checks before employment. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability. The Woodrow Wilson Center participates in the U.S. Citizenship and Immigration Services' (USCIS) E-VERIFY electronic employment verification process.

Please submit your application materials to the following address:

jobs@wilsoncenter.org or
Woodrow Wilson International Center for Scholars
Human Resources **WC-12-12T**
One Woodrow Wilson Plaza
1300 Pennsylvania Avenue, NW
Washington, DC 20004-3027

Smithsonian Institution
APPLICANT SURVEY FORM

The **Applicant Survey Form** is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution's search and recruitment efforts. Please print all responses. **The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.**

Vacancy Announcement Number: _____

First Name													
Last Name													

Year of Birth: 19____ Gender: Male ____ Female ____

How did you learn about this position? Mark all sources that apply.

1	Mass media (magazines, newspaper, radio, television, poster, telephone job line)
2	Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3	Information technology (Internet, World Wide Web, or SI Web site)
4	Association or organization (professional, community, religious)
5	Other (please indicate)

Self-identification by category: (Circle your responses.)

Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Yes No

Race: (Mark all that apply.)

1	American Indian or Alaska Native	A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Tribal Affiliation: _____
2	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3	Black or African American	A person having origins in any of the black racial groups of Africa.
4	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

Do you have any disabilities? Yes No

If yes, do you have a targeted disability? (Mark only one.)

1	Deaf	4	Partial paralysis	7	Mental retardation
2	Blind	5	Complete paralysis	8	Mental or emotional illness
3	Missing extremities	6	Convulsive disorder	9	Severe distortion of limbs and/or spine