

Job Announcement: PSA EXECUTIVE DIRECTOR

The Pacific Sociological Association announces an opening for the position of Executive Director (ED). This includes paid service to PSA in a half-time or three-quarter time position.

ED job duties include serving as a visible presence for PSA to promote the organization and serve as a liaison with other professional sociology organizations. This position requires leadership skills and prior experience leading academic teams, working with a diverse body of faculty members, and practicing the values important to PSA. Specific duties include working with the PSA Administrative Officer, PSA Council, and Committees to monitor policy development, governance issues, and training for new Officers, Directors, and Committee Chairs. This position will work closely with PSA Officers to manage organizational initiatives, membership, conference program, organization contracts and agreements, and fundraising strategies. Tasks include: collaborating with Publications Committee on the *Pacific Sociologist* newsletter working with the editors of *Sociological Perspectives*, including contract negotiations, contributing to budget development and fiscal management, assisting with data analytics, membership communication, and technology needs. The ED is expected to attend the Annual Meeting.

We invite the ED to recruit a part-time PSA Administrative Officer (AO). The AO position can assist with the administrative side of PSA, including annual duties such as budget oversight, membership communication, and planning of the annual meeting. Details on the division of labor between the ED and AO will be negotiated between the prospective ED, AO, and PSA Council.

Compensation includes salary and travel funds. The starting salary for half-time begins at \$40,000 and \$60,000 for three-quarter time. Where applicable, an MOU will be created between the host institution or agency and the PSA regarding the location of the PSA Executive Office site and an estimated budget specifying costs for release-time and other expenses for the applicant and operating expenses for the office. (As noted, institutional support information should be corroborated by a letter from an official with budgetary authority.) Applications received by **April 30, 2023**, will receive full consideration. The Search Committee will screen applications with attention to affirmative action and cultural diversity, as well as qualifications of the applicant and resources available from the applicant's institution. Finalists will be interviewed by the Search Committee by **May 15, 2023**. The contract can begin **June 15, 2023 (preferably no later than July 1)** to coincide with the start of the fiscal year.

Interested applicants may apply by submitting a letter of interest, CV, names and contact information for three references. The letter of interest should include a statement of the applicant's vision for the future of PSA and ability to fulfill the duties of the Executive Officer. Application materials should be sent to Dr. Christie Batson (Search Committee Chair), Christie.batson@unlv.edu.

About the Organization

PSA is the professional association of sociologists in the Pacific Region of North America, and is incorporated in California. It is divided into three regions:

- **Northern Region**—Alaska, Montana, Oregon, Wyoming, Idaho, Washington, British Columbia and Alberta in Canada;
- **Central Region**—Hawaii, California (Fresno and north), Nevada (except Las Vegas), Utah, and Colorado
- **Southern Region**—Arizona, New Mexico, California (south of Fresno), Nevada (Las Vegas), and Baja California, Sonora and Chihuahua in Mexico.

Our membership spans different discipline-related professional sectors such as (but not limited to) part-time and full-time faculty, activists, students, and applied sociologists working at colleges and universities located throughout the United States, Mexico, and Canada, but especially those who live in the western region of those countries. Many Association members work as consultants, researchers, and administrators. Some members have government jobs and others own businesses. A significant number are graduate students. The Association holds an annual meeting in late March or early April.