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## JOB DESCRIPTION

### ASSISTANT DIRECTOR OF ROBERT H. SMITH INTERNATIONAL CENTER FOR JEFFERSON STUDIES (ICJS)

REPORTS TO: VICE PRESIDENT FOR RESEARCH AND SAUNDERS DIRECTOR OF THE ICJS

FLSA STATUS: Exempt  
EEO-1 CLASSIFICATION: Professional

#### I. Job Purpose

The purpose of this job is to assist the Vice President for Research and Saunders Director of the International Center for Jefferson Studies in supervising the operation of the ICJS, which includes the departments of Archaeology, the *Getting Word* African American Oral History Project, the Jefferson Library, the editorial operations of the *Papers of Thomas Jefferson: Retirement Series*, and an international fellowship program; to direct ICJS's extensive fellowship and conference programs; to provide guidance on historic matters, as needed, to other Foundation departments; and to support training and education in the Foundation's department of Education and Visitors Programs (EVP). This position works closely with the Vice President for Research and Saunders Director of the ICJS to expand the field of Jefferson Studies through public history, scholarly initiatives, and fellowship opportunities.

#### II. Essential Functions

1. Collaborate with departments across ICJS and Monticello to support ongoing and new research initiatives, including contributing to internal working groups and committees to advance scholarship and public history at Monticello.
2. Direct ICJS's fellowship program which, in the last thirty years, has awarded more than 600 fellowships to historians from around the world. The Assistant Director will implement recommendations for ICJS's renewed annual application cycle to begin in Fall 2025, publicize and review applications, and act as a mentor to fellows throughout their award cycle. The Assistant Director will be responsible for supervising and shepherding approximately a dozen fellows' research projects per year and will be the main point of contact between fellows and experts on Monticello's staff and in the broader field of public history.
3. Plan and, with the ICJS Assistant and in coordination with cross-departmental colleagues, execute ICJS's scholarly, research, and educational programs, which, each year, include approximately a dozen fellows' forums, four onsite scholarly conferences, one international conference, and a range of lectures and public talks. The Assistant Director will also be responsible for leading biweekly internal brown-bag lunch seminars that are currently called Works-in-Progress Roundtables.
4. Undertake original research and writing designed to make significant contributions to Jefferson Studies, defined as the multidisciplinary study of

Monticello, early America, and the continued relevance of Thomas Jefferson across time and place.

5. Present talks and lectures to Monticello staff and the public as needed.
6. Serve as one of Monticello's media spokespersons and experts on topics related to Jefferson Studies.
7. Other duties as assigned.

### **III. Knowledge, Skills and Abilities**

1. Demonstrated excellence in one or more of the fields that constitute Jefferson Studies, including biographical studies of Thomas Jefferson and the people of the mountaintop; the political, intellectual, and/or social history of late colonial and early national America; African American history in the eras of slavery and emancipation; material culture and architectural history; archaeology of slave societies; documentary editing; and public history/museum studies.
2. A record of robust engagement with scholarly fellowship and outreach programs. A familiarity with institutions and scholars whose work has a bearing on Jefferson Studies and Monticello's mission.
3. An understanding of the functions and requirements of research departments outside their area of specialization.
4. High-level interpersonal, organizational, and leadership skills, including a record of scholarly and/or institutional collaboration.
5. High-level research skills.
6. Excellent writing skills.
7. Excellent communication skills.
8. A familiarity with institutions and scholars whose work has a bearing on Jefferson Studies and Monticello's mission.

### **IV. Physical Demands and Work Considerations**

Most of the time will be spent sitting, either in front of a computer or reading. Monticello is located on a mountaintop and walking on uneven, rocky terrain is a normal occurrence. Travel is also required for conferences, presentations, etc.

### **V. Education**

PhD or the equivalent (in terminal degree and/or scholarly publications) required.