

Orville H. Schell, Jr. Center for International Human Rights

Yale Law School

Executive Director

The Orville H. Schell Center for International Human Rights at Yale Law School is seeking applications for the position of Executive Director. The Schell Center coordinates a diverse program of human rights activities that serve students and scholars at Yale and contribute to the development of human rights locally and internationally.

The Executive Director, under the supervision of the Schell Center's faculty directors, will be responsible for managing the day-to-day activities of the Schell Center, working with current and former visiting and post-graduate fellows, planning events, including the regular Human Rights Workshop and the annual Bernstein Human Rights Symposium, developing and reviewing the Schell Center's budget and accounts, and working with the many colleagues, organizations, and interested individuals with whom the Schell Center collaborates.

Specific responsibilities of the Executive Director include:

- Coordinating the Schell Center's events, including the regular Human Rights Workshop: Current Issues and Events and the annual Bernstein Human Rights Symposium, as well as other speakers, panels, conferences and films;
- Administering the Center's visiting and post-graduate human rights fellowship programs, including advising candidates and maintaining relationships with fellows over the course of their fellowships;
- Coordinating the Kirby Simon Summer Human Rights Fellowship program and working with the Summer Fellows before and during their summer experiences;
- Advising Yale Law School and other Yale students about opportunities in human rights, including summer internships, research projects, and post-graduate fellowships;
- Supervising the work of the Schell Center's student directors
- Helping to develop and implement a publication strategy and overseeing public relations (web site, social media, press releases) for the Schell Center;
- Speaking on behalf of the Schell Center;
- Providing administrative oversight for the Yale College Special Academic Program in Human Rights;
- Overseeing the Schell Center's finances, including developing the annual budget and performing regular expenditure oversight;
- Co-teaching, as appropriate, courses, including clinical courses, at Yale Law School and Yale College; and
- Carrying out scholarship and other relevant research.

Candidates must have the following qualifications

- Graduation from law school with a distinguished academic record;
- Practical experience in the human rights field, ideally at least five years;
- Administrative and organizational experience; and
- Record of scholarship, policy briefs, or other publications in areas related to the Schell Center's work.

The Executive Director is expected to be in residence in the New Haven area and begin the appointment by August 1, 2014. The Executive Director will receive a salary (commensurate with experience) plus Yale University benefits. Initial appointment is for one year, renewable for an appropriate term if renewal agreed upon by the Executive Director and the Schell Center.

Application materials should include the following:

- 1) cover letter describing the candidate's qualifications and including a statement of the applicant's human rights interests, particularly areas of research and advocacy interest;
- 2) curriculum vitae;
- 3) law school transcript;
- 4) sample of recent scholarly or advocacy writing; and
- 5) three letters of recommendation (to be submitted directly by the recommender)