

**Position Opening:** Director, Cyprus American Archaeological Research Institute (CAARI), Nicosia, Cyprus – July 2011

**The Institute:** Founded in 1978, the Cyprus American Archaeological Research Institute (CAARI) is an American not-for-profit organization located in Nicosia, Cyprus. The mission of CAARI is to promote the study and knowledge of Cypriot archaeology and related disciplines. CAARI is one of the most important centers for the study of archaeology and related history and culture in the eastern Mediterranean. Affiliated with the American Schools of Oriental Research (ASOR) and the Council of American Overseas Research Centers (CAORC), CAARI offers international and Cypriot scholars comprehensive research facilities through its world-class library and technical support facilities. CAARI also conducts lectures, seminars, and symposia for professional and lay audiences; offers fellowships for international students and established scholars; and maintains a residence for overseas students and scholars. See our website [www.caari.org](http://www.caari.org) for further information and job description.

**Responsibilities of the Director:** The director directs and manages CAARI's research center, its staff, and its residence in line with the policies and decisions of the Board of Trustees. The director reports to the Executive Committee of CAARI. The Director's responsibilities include the on-going development of its library, the preparation and implementation of programs of scholarly and public events, supporting visiting fellows, and providing services for archaeological projects in Cyprus. The director works with the Board of Trustees in broadening U.S. and international interest in Cypriot studies and on strengthening bonds with the Cypriot community, as well as with U.S. and European research institutions. The director works with the Board of Trustees in preparing strategic plans for CAARI and assists in fund raising.

**Qualifications:** Must have substantial knowledge of archaeology in the eastern Mediterranean with research experience in Cyprus. Must hold Ph.D. in archaeology or related field. Knowledge of modern Greek an asset. Administrative management experience, leadership skills, ability to converse with US and international academe, strong people skills, good private and public speaking ability.

**Compensation:** An attractive package of salary and benefits is offered. Specific terms negotiable.

**Terms of Service:** Three year initial contract preferred, with renewal possible.

**Deadline for Application:** Application comprising a cover letter, curriculum vitae, a statement of not more than two pages setting out the candidate's vision of CAARI as an American overseas research center, as well as names and contact information for three references must be received by September 1, 2010.

Email application to CAARI at following email address: [caari@bu.edu](mailto:caari@bu.edu).

CAARI is an equal opportunity employer.

## **Cyprus American Archaeological Research Institute (CAARI)**

### **Job Description of Director**

The Director is the chief executive officer of CAARI in Nicosia and is responsible for the day-to-day operations of the Institute under policies established by the Board of Trustees of CAARI. The director reports to the Executive Committee of CAARI.

The responsibilities of the Director are:

- Directs, hires, and supervises the staff at CAARI in Nicosia;
- Ensures that the building, including the residence, and grounds are properly maintained;
- Directs, with the assistance of the librarian, the on-going development of the library and of its computer and online facilities;
- Plans and implements annual programs of scholarly and public lectures and other activities, including the annual summer archaeological workshop;
- Provides support to fellows and other scholars at CAARI;
- Promotes the scholarly prominence of CAARI by representing CAARI at scholarly meetings in Cyprus and abroad, by maintaining good relations with related American and European research centers; and by maintaining good relations with field projects in Cyprus;
- Submits monthly reports to the Board of Trustees on the activities at CAARI;
- Submits in time for the semi-annual board meetings a report on the previous six months together with his/her assessment and recommendations;
- Prepares, in consultation with the Treasurer of CAARI, the proposed budget related to the activities of CAARI in Nicosia, and executes the approved budget related to the activities of CAARI in Nicosia;
- Submits to the President and the Treasurer quarterly financial statements on the implementation of the approved budget;
- Submits quarterly reports to CAORC;
- Reports in person to the fall Board of Trustees meeting in the United States. On that occasion, the director is also expected to attend the ASOR board meeting and the ASOR annual conference;
- In his or her capacity as executive secretary of the Advisory Board, maintains effective liaison with the members of the Advisory Board, schedules meetings, prepares the agenda and the minutes, and reports to the President on the outcome of meetings;
- Maintains effective liaison with the Department of Antiquities and other relevant departments of the Government of Cyprus, local universities, and ecclesiastic institutions concerned with the culture and heritage of Cyprus;
- Maintains good relations with the diplomatic community, in particular the U.S. Embassy;
- Assists the Board of Trustees in developing and expanding financial supporters in Cyprus and abroad; and
- Assists the Board of Trustees in fund raising.

The director must publicly represent the highest archaeological ethics and professional standards. S/he is expected to abide by CAARI's code of ethics and ASOR's Policy on the Preservation and Protection of Archaeological Resources.