

## **LIS: Cross-National Data Center in Luxembourg (ASBL) seeks applications for an Executive Director**

### **The LIS Executive Directorship — Overview:**

- A part-time post offering substantial opportunities for research career advancement
- Leading and developing a high-profile world-renowned organization providing cross-national household survey data and related research resources and support
- Annual stipend of €25,000 is provided, and LIS-related travel and lodging costs covered in full

### **Job Specification:**

- 1. Responsibility for establishing LIS objectives and goals**
  - In collaboration with the President of the LIS Board, the LIS Executive Committee, and the members of the governing bodies of LIS
- 2. Responsibility for leading and managing LIS**
  - Leading the three-person senior management team, which also comprises the Director of the US LIS Office (based at the City University of New York) and the Director of Operations (based in Luxembourg)
- 3. Oversight of the work of the LIS staff as they carry out LIS core activities and responsibilities, including:**
  - acquiring datasets for LIS databases and setting data production priorities
  - attracting and serving data users
  - hiring and managing LIS staff
  - managing LIS resources, including preparing and monitoring budgets, invoicing, accounting, and auditing
- 4. Responsibility for LIS research, teaching, and training activities, including:**
  - conducting and disseminating her/his own program of LIS-based research
  - designing and holding international and local workshops and conferences
  - administering LIS research awards, and its Visiting Scholar and pre- and post-doctoral programs
- 5. Responsibility for building and maintaining relations with:**
  - LIS international stakeholders, i.e., data providers, funders, and board members
  - LIS partners and sponsors in Luxembourg
- 6. Responsibility for fundraising, working closely with the Director of the US LIS Office, including:**
  - raising and maintaining financial and other support for LIS operating costs and special projects from contributing countries, supranational organisations, and other public and private sponsors

### **Person Specification:**

#### *Characteristics of the applicant*

- A record of distinguished empirical and quantitative research E
- Substantial experience using large national household survey datasets E
- Experience using LIS data D
- Experience in production of data for large household surveys D
- Relevant project management experience E
- A record of raising financial and other support for projects E
- Willing and able to spend significant amounts of time in Luxembourg E
- Fluency in English (written and spoken) E
- Working knowledge of French or German D

#### *Essential (E); Desirable (D)*

### **Submission of applications:**

- Submit applications, by email, to: Professor S. P. Jenkins, Search Committee Chair, [search@lisdatacenter.org](mailto:search@lisdatacenter.org)
- Informal enquiries about the post may be addressed to Professor Janet Gornick, email: [jgornick@gc.cuny.edu](mailto:jgornick@gc.cuny.edu)
- [Further Particulars of the post are available](#). For additional details about LIS, see [here](#).
- Applicants must provide: (i) a covering letter explaining how they meet the job and person specifications; (ii) a detailed curriculum vitae; and (iii) contact details for 3 referees.
- Deadline: Please submit applications before 15 March 2015. The search will remain open until the post is filled.
- To avoid conflicts of interest, persons employed by public or publicly-funded institutions in Luxembourg will not be considered for this post.