Job Description for Assistant/Associate Director of the Charles Redd Center
Professional Faculty Position

The Assistant/Associate Director of the Charles Redd Center is a full-time professional faculty position dedicated to advancing the Center’s mission of promoting the study of the American West. The assistant/associate director works under the direction of the Redd Center director. As a full-fledged member of an academic department that is aligned with his or her academic training, the assistant/associate director votes in departmental decisions regarding faculty appointments, continuing faculty status, rank advancement, and all other matters. The assistant/associate director attends department meetings, teaches a maximum of one course per semester related to the American West or digital humanities/public history, and may serve occasionally on department committees where his or her expertise is critical. His or her annual performance evaluations are conducted jointly by the Redd Center Director and the Department Chair under the FHSS Dean’s direction.

The Assistant/Associate Director has the following major responsibilities:

Scholarship

- Create, collect, and make available resources regarding the American West for scholars and students such as oral histories, visual images, films, databases, photo archives, podcasts, or blogs. This work includes designing, implementing, and administering resource creation/collection programs.

- Publish some peer-reviewed articles and/or books and present research at academic conferences. These presentations will generally build upon or showcase Redd Center projects.

Citizenship

- Work with the Redd Center director and board to plan and carry out Redd Center programs and activities. This includes coordinating publicity and judging for western studies grants and prizes on and off campus, serving as the liaison between the Center and professional organizations, representing the Center on committees on and off campus, proposing new initiatives, consulting with the director and board regarding future strategy for the Center in response to needs and trends, and helping to plan and carry out seminars and public lectures. It entails encouraging interdisciplinary scholarship related to western studies at BYU.

- Serve on college and university committees.

- Mentor colleagues in the applicable academic department and visiting faculty members in the Redd Center.

Teaching and Mentoring

- Develop at least one new course based on the faculty member’s expertise and the needs of the Redd Center and the applicable academic department.

- Teach a maximum of two courses per year.

- Hire, train, supervise, and mentor students working on Center projects such as oral history or creation of web-based resources.

Professional Service and Outreach
• Prudently extend the benefits of center programs and resources to groups beyond the BYU campus. Outreach activities may include organizing and conducting workshops for school teachers on topics related to the American West, collaborating with professional organizations or other academic centers to plan conferences and exhibits, planning public symposia, or preparing on-line resources for the study of the American West.

• Serve professionally in the field of western studies. This service may include holding offices and committee assignments in relevant professional associations, organizing professional meetings or panels at those meetings, editing newsletters, serving on editorial boards, and serving as a referee for scholarship.