



The Cognitive Science Society is seeking candidates to fill the position of Executive Officer beginning on or around February 1, 2025. The Executive Officer serves as a member of the Society's Executive Committee, is an *ex officio* member of the Society's Governing Board, and plays a central role in helping the Governing Board implement their vision for the Society and Cognitive Science as a discipline. The Executive Officer meets regularly with Board members and acts as a liaison with our association management company. Primary responsibilities include:

- Working with the executive committee and serving as a liaison between the Governing Board and our association management company
- Participating in Governing Board discussions and communicating their decisions for execution to the association management company
- Coordinating with standing committees of the Governing Board to help them implement strategic initiatives
- Liaising with conference chairs and the association management company on the organization of the annual conference
- Together with the Society's Treasurer, providing oversight of the Society's budgeting process and finances
- Attending the Cognitive Science Society Annual Conference at the end of July in person every year (expenses paid by Society)
- Planning and running the Society's Governing Board meetings (an in-person meeting at the July conference, and at least one virtual meeting during the year)

An academic background (at Masters or PhD level) in cognitive science or one of its central disciplines (including but not limited to anthropology, artificial intelligence, education, linguistics, neuroscience, philosophy, or psychology) is desirable. Willingness to work collaboratively with people from a wide range of disciplines, cultures and academic backgrounds is essential. Applicants must have strong communications skills, be organized and detail-oriented. Management/leadership experience will be an asset.

We aspire as a Society to have a Governing Board that reflects the diversity and international character of the Society's membership. This position is open to all, regardless of geographic location with the exception of those located in countries subject to US embargo.

The Executive Officer is expected to spend approximately 20 hours per week on Society business, and receives an annual stipend of US\$41,000. The Executive Officer will be appointed for an initial term of 3 years, which is renewable.

APPLICATION PROCESS

Applicants should submit a CV, letter of interest, and contact details for three references via [this form](#). Letters of interest should include how the applicant's skills and experiences match the responsibilities outlined above, and provide evidence of their organizational and communication strengths, especially in working with diverse disciplines and stakeholders. References will be requested from shortlisted candidates. Questions can be sent to Erica Wojcik, Executive Officer, at executiveofficer.css@gmail.com.

DEADLINE FOR APPLICATIONS

Apply by September 20th, 2024 to ensure fullest consideration