**JOB OPENING**

**A logo of society of america

Description automatically generated**

**Executive Director of the Semiotic Society of America**

The Semiotic Society of America (SSA) is the leading semiotics organization in North America and is guided by a board of officers and editors listed below. We are a transdisciplinary professional organization serving a diverse community of scholars with common interests in the study of signs and sign systems. Founded in 1975/1976, the Society has supported innovative scholarship linking analytical and critical approaches to the transmodern world. Sign theories are relevant to the sciences, social sciences, and humanities alike — applying to disciplines as diverse as anthropology, biology, cognitive science, communication, cybernetics, design, fine arts, law, literary criticism, linguistics, logic, marketing, media studies, mathematics, pedagogy, philosophy, psychology, religion, sociology, and technology.

The SSA is responsible for the publication of *The American Journal of Semiotics*(*TAJS*) and hosts an Annual Conference featuring the latest research in the field of semiotics. Proceedings from the SSA Annual Meeting are published in the *SSA Yearbook* series.Additionally, the SSA features two awards, the [Sebeok Fellow Award](http://semioticsocietyofamerica.wordpress.com/sebeok-fellow/) for outstanding contributions to the field of semiotics and the [Roberta Kevelson Award](http://semioticsocietyofamerica.wordpress.com/roberta-kevelson-award/) for best student paper submitted at the SSA Annual Conference.

For more information check <http://www.Semioticsocietyofamerica.org>

# **Position Summary**

* The Executive Director (ED) is the chief administrative officer of the SSA and oversees the affairs of the Society on a regular basis between the SSA Annual Conferences.
* The ED is appointed by the Executive Board (EB) for three (3) years and is eligible for immediate re-appointment based on the EB's performance evaluation.
* The ED is directly accountable and responsible to the Executive Board and works in cooperation with the Program Committee, other SSA officers, and volunteer staff.
* The ED is a professional service position and does not receive any compensation.
* The ED is provided with funds to cover administrative, editorial, and clerical assistance.

# **Duties and Responsibilities**

* To function as the Chief Financial Officer and Treasurer of the SSA and to conduct financial and fiduciary operations of the SSA related to publications, meetings, and other functions.
* To establish a Fiscal Year for the SSA and to maintain permanent digital storage of SSA financial records, archive materials, and other permanent records.
* To administer a Bank Account in the name of SSA
* To communicate regularly with the EB, the Program Committee, and other SSA officers and staff.
* To prepare and submit annual reports and budgets to the EB and the membership.
* To coordinate the planning and execution of the SSA Annual Conferences and other meetings and events in collaboration with the program committee.
* To oversee the publication and distribution of the SSA journals and newsletters.
* To promote the visibility and reputation of the SSA and its members in the academic and public spheres.
* To facilitate the implementation of the SSA policies and initiatives.
* To represent the SSA in external relations and collaborations with other professional organizations and institutions.

# **Qualifications and Skills**

* A PhD or other related terminal degree, with tenure in an academic institution.
* At least five years of experience in academic or professional leadership and administration.
* A demonstrated commitment to the mission and vision of the SSA and the field of Semiotics.
* Excellent communication, organizational, and interpersonal skills.
* Proficiency in financial management and accounting.
* Ability to work independently and collaboratively with a diverse team of stakeholders.
* Knowledge of current trends and issues in semiotics and higher education.
* Experience in conference planning and publication editing.
* Familiarity with digital technologies and platforms for communication and dissemination.

# **How to Apply**

* Interested candidates should submit a letter of interest and vision for the SSA and a curriculum vitae, to the Search Committee at:[**ssaexecutivedirector@gmail.com**](mailto:ssaexecutivedirector@gmail.com) by **September 30th, 2024.**
* The cover letter should address the candidate's qualifications and skills for the position and highlight relevant achievements and experiences.
* The statement of interest and vision should articulate the candidate's goals and strategies for leading and advancing the SSA and its members.
* The EB will review the applications and conduct interviews with the shortlisted candidates.
* The EB will announce the appointment of the ED at the 48th SSA Annual Conference in Toronto, October 2024.