

Updated 1/2017

HSS EXECUTIVE OFFICE

General Duties

The History of Science Society (HSS) (a non-profit academic society, est. 1924) has been located at Notre Dame since 2010, currently in Geddes Hall. Our mission is to foster interest in the history of science, promote discussion of science's social and cultural relations, and bring this understanding to others worldwide. We serve as a bridge between the humanities and the sciences. To do this, we create vibrant annual meetings of the HSS and facilitate networking with other societies; publish top-quality history of science scholarship for diverse audiences; support the professional development of emerging scholars in and outside the academy; promote general interest in the history of science among educators (at all levels) as well as the public; and advocate on behalf of our field to the public, to government officials, to universities, and to potential employers.

To achieve these goals, we publish the leading journal in the field, create a quarterly newsletter, maintain the HSS Web site (hssonline.org), support numerous volunteers, and maintain good relations with sister societies, such as the American Historical Association, the American Association for the Advancement of Science, and the American Council of Learned Societies, among others. The Executive Director, who is responsible for insuring that these duties are fulfilled, relies on students and an office coordinator.

Postdoctoral fellows who work in the Executive Office (EO) will learn how an academic society functions. They will interact with the top scholars in the history of science, will be heavily involved in networking efforts, will help with the planning and execution of an academic conference, and will see how an academic discipline is presented to the world. It is desirable that workers have some familiarity with MS Office and PC software, especially Word and Excel.

Schedules, for the most part, are extremely flexible. The heaviest workload for the EO is associated with the annual meeting, which is usually held in November of each year. It is expected that fellows will attend the meeting, which is a 5-day commitment. The Office handles meeting registrations and all logistics associated with the meeting. Other duties include the book exhibit (and free books), the call for papers, the processing of abstract submissions and meeting registrations (online and on site), and answering membership inquiries.

Future meeting dates are:

2017 Toronto ON, Nov 9-12

2018 Seattle WA, Nov 1-4

2019 Utrecht, The Netherlands, 1st week in August

Interested applicants should send a cover letter and c.v. to Jay Malone, Executive Director, History of Science Society, at jay@hssonline.org by **March 20, 2017**.