

Assistant Director of Programming
Northern Illinois University

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Posted Jun. 30, 2021, set to expire Oct. 30, 2021

Job Title	Assistant Director of Programming
Department	Center for Black Studies
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Jun. 30, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Undergraduate Education Administration - General
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Job Description

Primary Function

The Assistant Director of Programming works closely with the Center Director to support student leadership development and career success. Duties include, but are not limited to: (1) developing and coordinating large scale programming events; (2) Assessing Center for Black Studies' student programs including development and implementation of assessment tools and processes; (3) serving as a liaison to external units on and off campus; (4) supervise graduate assistant(s); (5) developing and overseeing cultural program budgets.

Duties and Responsibilities (generally)

Develop new initiatives that support cultural and co-curricular engagement.

Serve as chair of the Black Heritage Month, Kwanzaa, Black Graduation Recognition Ceremony, and Student Advisory committees.

Chaperone student cultural development activities and programs

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Represent the Center for Black Studies at various university functions
Oversee Center for Black Studies marketing including internal and external marketing and social media channels to effectively market Center for Black Studies' programs
Serve on unit, institutional, and community committees as assigned
Maintain professional competencies

Minimum Required Qualifications for this position

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree.
2. A total of one (1) year (12 months) in education, training and/or work experience in the area of specialization inherent to the position.
3. Based on position requirements, additional education, training and/or work experience in the area of specialization inherent to the position, may be required.

*Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1 year) of work experience.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact