

Center Program Administrator - Africana Center Tufts University

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Posted Aug. 7, 2024, set to expire Dec. 31, 2024

Job Title	Center Program Administrator - Africana Center
Department	The Africana Center
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Student Affairs Multicultural Affairs/Diversity
Job Website	https://jobs.tufts.edu/jobs/20809?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Africana Center at Tufts University works to implement programs designed to encourage and support the intellectual and individual growth and awareness of all Tufts Undergraduates. These programs include lectures, workshops, concerts, and films, as well as a range of additional activities and programming that reflect and celebrate the intellectual and cultural traditions of people in the African Diaspora. The Center also sponsors programs that promote an understanding of and respect for diversity, multiculturalism, and equity issues.

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What You'll Do

Under general supervision applies basic functional knowledge to assist the Center Director in developing and administering quality programs on issues related to multiple intersecting identities (i.e., gender, class, disability, sexual orientation, citizenship/nationality). The Africana Center Program Administrator works closely with student-facing resources and departments including other identity-based resources, the CARE office, the Chaplaincy, CMHS, the Career Center, faculty, and departments within and beyond the division.

Essential functions as a Program Administrator for the Africana Center will be:

- Develop programs that promote scholarship and leadership within an affirming campus climate including educational programs and outreach activities pertaining to marginalized and underrepresented populations as well as the intersections of gender with race, ethnicity, nationality, class, disability, sexual orientation, and religion.
- Develop communication systems and strategies to build and connect the Africana community including website updates, e-marketing contact management systems, social media content and campus wide calendar of events.
- Assist in the development and implementation of student leadership programs, coordinates, and mentor student leaders with an empowerment approach
- Provide individual student support and assists in advising student organizations affiliated with the center.
- Assist staff in assessments and data gathering to monitor the effectiveness of services and programs; works with staff to implement improvements in services based on data.
- May lead special projects and assignments.
- Represent center and participates on school and university committees.
- Streamline campus wide calendar of events
- Oversee the management and creation of program curriculum, ensuring alignment with educational goals and industry standards.

What We're Looking For

Basic Requirements:

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- Knowledge and experience as typically acquired through a Bachelors Degree and 2+ relevant experience
- Relevant experience supporting student growth and development within an educational setting, preferably within a selective university or liberal arts college environment.
- Awareness of how social identities will impact the experience of college students
- Strong background in understanding issues impacting the experience of students historically underrepresented at Tufts, including students of color, first-generation and undocumented students; and an awareness of various models for identity-based resource centers.
- Demonstrated sensitivity, imagination, and effectiveness in developing educational and community programs; facility in designing programs and resources that consider cultural constructions of race as it intersects with gender, class, ethnicity, sexual identity, religion, and ability.

Pay Range

Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact