Title: Associate Director, Ethnic Programs & Services and African American Cultural and Research Center

Pay Scale Group: 17

FLSA: Exempt

Essential Function

Under general direction of a designated administrator, assist in the development and administration of a comprehensive program of ethnic programs and services for the University.

Characteristic Duties

- Serve on the Ethnic Programs & Services and African American Cultural and Research Center administrative team and assume responsibility for the development of goals and objectives for the department.
- Oversee program development, staff development and marketing.
- Plan and manage expenditures, draft reports and correspondence and make recommendations regarding all aspects of Ethnic Programs & Services and African American Cultural and Research Center budget.
- Participate in career, personal, and educational counseling programs.
- Maintain and procure resources. Identify and make recommendations for future program needs.
- Maintain liaison with related services on all campuses and assist in conflict resolution.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Unusual Working Conditions

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in psychology or sociology or a related field.
- Experience must be in program administration or a related field.
- Experience must include at least one (1) year supervision.

Last updated: August 2009