Associate Director, African and African American Studies
Stanford University

Job Number: 84250
Academic Program Professional 2
Grade: J

DESCRIPTION OF WORKPLACE:
The Program in African and African American Studies (AAAS), established in 1969, was the first African & African American Studies program at a private institution in the country and the first ethnic studies program developed at Stanford University. AAAS has more than 30 affiliated faculty whose scholarship focuses on all aspects of the African diaspora. Students can major or minor in AAAS. Website: https://aaas.stanford.edu/

JOB PURPOSE:
The Associate Director (AD) serves as the thought partner to the Faculty Director. Together, the Faculty Director and the Associate Director will devise and implement the vision, strategy and goals of AAAS. The Associate Director maintains close relationships with majors and minors and gauges student needs and interests which will shape the development of programming. Primary responsibilities include brainstorming programming, the recruitment and retention of major and minors, facilitating graduate and postdoctoral programming, and the administration of key program events such as the annual St. Clair Drake Lecture and Emerging Scholars Conference, field trips, guest speakers, and lecture series. The AD helps develop and review curricula, facilitates the creation of new courses for the program by affiliated faculty, and develops and teaches courses relevant to AAAS. The AD works to build the intellectual identity of the program and assures an intellectually exciting and collegial environment for faculty,

AAIHS
African American Intellectual History Society

https://www.aaihs.org/resources/af-am-job-openings/
students, and staff by fostering interdisciplinary, campus, regional, and national collaboration. The AD establishes and maintains communication within the University, as well as among regional and national networks of individual scholars, intellectuals, cultural leaders and professional organizations. Working with Human Resources and the Finance Department, the AD oversees the program's budget. The AD also works with and manages the Student Services Officer (SSO) to ensure the growth of the program.

**CORE DUTIES***:
• Develop, implement, administer, and evaluate programs, including outreach to varied stakeholders by: conducting research activities within the program; analyzing data, creating reports, reviewing trends, and making program improvement recommendations. May develop or contribute to outreach strategy related to program communications, development, partnerships, and fundraising/funding.
• May teach and/or assist in the teaching and administration of courses. Create and/or advise in the development of curriculum. May advise students and/or coach/mentor clients.
• Write and/or edit complex content for proposals, research grants, peer-reviewed publications, and other program activities.
• Contribute to and inform on strategic program/entity planning and related funding and financial sustainability.
• Coach and mentor program staff.
*Other duties may also be assigned

**MINIMUM REQUIREMENTS:**

**Education and Experience:**
A Ph.D. and three or more years of relevant experience or combination of education, training, and relevant experience. Excellent interpersonal and management skills. Experience with managing a budget and developing financial plans.

**Knowledge, Skills and Abilities:**
• Ability to develop program partnerships and to seek out funding sources.
• Excellent oral, written, and analytical skills, exhibiting fluency in area of specialization.
• Ability to oversee and direct staff.
• Basic knowledge of managing budgets and developing financial plans.

**Certifications and Licenses:**
• For teaching jobs, advanced degree or certification may be required for some programs.

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PHYSICAL REQUIREMENTS*:
• Frequently stand/walk, sitting, grasp lightly/fine manipulation, perform desk-based computer tasks.
• Occasionally use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 40 pounds.
• Rarely sort/file paperwork or parts, lift/carry/push/pull objects that weigh >40 pounds.
• Ability to use voice to present information/communicate with others.
• On-campus mobility.
*-Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORKING CONDITIONS:
• May work extended hours, evenings or weekends.
• May travel locally.
• Occasional overnight travel.

WORK STANDARDS:
• Interpersonal Skills: Demonstrates the ability to work well with Stanford students, colleagues, and clients and with external organizations.
• Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
• Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu

Why Stanford is for You
Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford University has revolutionized the way we live and enrich the world. Supporting this mission is our diverse and dedicated 17,000 staff. We seek talent driven to impact the future of our legacy. Our culture and unique perks empower you with:

• Freedom to grow. We offer career development programs, tuition reimbursement, or audit a course. Join a TedTalk, film screening, or listen to a renowned author or global leader speak.
• A caring culture. We provide superb retirement plans, generous time-off, and family care resources.
• A healthier you. Climb our rock wall, or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
• Discovery and fun. Stroll through historic sculptures, trails, and museums.

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https://www.aaihs.org/resources/af-am-job-openings/
• Enviable resources. Enjoy free commuter programs, ridesharing incentives, discounts and more!

How to Apply
We invite you to apply for this position by clicking on the “Apply for Job” button. To be considered, please submit a cover letter and resume along with your online application. Your one-page cover letter should briefly describe your background and interest in the role.

Final offers of employment are contingent upon successful completion of national criminal background check, national sex offender registry search and, where applicable, driving record.

Additional Information
• Schedule: Full-time
• Job Code: 4112
• Employee Status: Regular
• Grade: J
• Requisition ID: 84250

Location: School of Humanities and Sciences, Stanford, California, United States

To be considered for this position please visit our web site and apply on line at the following link: https://apptrkr.com/1594460

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

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