

# Duke University Division of Student Affairs



<b>Job Title:</b>	Assistant Director
<b>Job Code/Level/Family:</b>	2775/11/33
<b>Unit/Department:</b>	Mary Lou Williams Center for Black Culture
<b>Organization:</b>	Division of Student Affairs
<b>Supervisor:</b>	Director, Mary Lou Williams Center for Black Culture
<b>Position Status:</b>	1.00 FTE, Exempt
<b>Staff Supervision:</b>	Student Development Coordinator, Student Fellows (Graduate/Professional Student(s) & Ambassadors (Undergraduate(s))
<b>Work Schedule:</b>	Full-time, some nights and weekends required during the academic year

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## **Nature of Responsibilities**

The Assistant Director is responsible for assisting in the administrative management of, training, programming and assessment for the Mary Lou Williams Center for Black Culture (MLWC) in order to promote the Center's educational and cultural enrichment objectives as they pertain to Black life, culture and history.

## **Specific Duties**

### **Administrative Responsibilities**

1. Collaborate with Director and staff on the MLWC strategic plan, annual report, and annual budgeting process.
2. Provide effective supervision of the Student Development Coordinator to include professional development.
3. Develop and facilitate all aspects of the MLWC student staff Ambassador program to encompass African diaspora content and best practices in peer-engagement.
4. Initiate, develop and/or maintain key collaborative relationships across the Division of Student Affairs and within the University and Durham community.
5. Advise the Director on the development of library and art collections, and facility enhancements.

### **Training and Program Planning, Execution and Assessment**

1. Design, implement, facilitate and market educational trainings (guided by an understanding of intersectionality and social justice frameworks) and custom trainings for the Duke University community. Involve the Center's staff with components of the trainings as appropriate.
2. Assist with MLWC programs especially for University significant observances (e.g. Homecoming, Parent & Family, and Reunions Weekend).
3. Evaluate and Assess training, programs and services through regular quantitative and qualitative data collection and analysis in collaboration with the Division of Student Affairs Office of Assessment and Research.
4. Cultivate consciousness related to Black experiences (e.g. Cultural Competency Training; Book, Writing, Conversation or Listening Clubs; Africana Studies Library Contest; Photo Contest; Academic Quiz Bowl Contest, etc.).
5. Prepare reports and proposals as well as provide recommendations for grant applications and strategic planning as necessary.

### **Student Development/Advisement**

1. Develop and grow an overall student engagement strategy for all staff with direct student contact to include engagement goals and tracking efforts.
2. Advise student leaders and student groups including Black affinity groups in planning, marketing, budgeting and assessing programs and events. Help students identify opportunities to infuse African diaspora content into programs and events and direct them to available resources.

3. Communicate with matriculating students and families to assist with their transition to Duke including problem solving and addressing issues that may impede success; which includes the development and/or provision of resource guides and other material assistance.
4. Assist individual students with problem solving and addressing issues that impede success.
5. Participate in the Leadership Educators Collaborative to support students with leadership development and connecting to campus resources.
6. Encourage mutual respect, communication, and cooperation between students, staff, families, faculty, and alumni; assist in the development of culturally relevant community standards; and foster an environment conducive to personal growth, academic success and community connectedness.
7. Serve as academic and/or organization advisor, as appropriate.

### **Constituent Outreach**

1. Assist with public relations and development activities including the development and design of marketing materials (i.e. bi-annual newsletters, promotional materials, social media/marketing presence, and response to inquiries, etc.) and the cultivation of relationships with alumni and other MLWC stakeholders.
2. Serve as a speaker on race issues in classroom presentations, workshops, conferences, and alumni events.
3. Develop and maintain relationships with campus, community and national agencies that support the mission of the MLWC (especially cultural arts entities, and Black community resources).
4. Provide direction and support to the Roundtable of Advisors for Black Affinity Groups.
5. Create new and innovative approaches to increase audience touch points.
6. Assists with visits of special guests to the MLWC/campus.

### **Other Duties and Responsibilities**

1. Assist in facilitating exhibitions in the MLWC.
2. Assist in chronicling the history of the Mary Lou Williams Center and Black presence at Duke.
3. Collaborate with Assistant & Associate Director colleagues in Campus Life as needed.
4. Assist with crisis management and response by serving as member of the A-Team as requested.
5. Serve on departmental, division, and university teams and committees as assigned.
6. Perform other duties as assigned.

### **General Qualifications**

Minimum: A Master's degree in a related field (e.g. Africana Studies, Higher Education Administration or College Student Personnel) and one year of relevant experience is required. Three to five years of professional experience in a Cultural Center or Student Affairs related unit is strongly preferred as is the ability to work effectively on a team in a fast-paced environment. A consummate professional with a strong work ethic, attention to detail and appreciation for discretion is most desired. Ability to prioritize work appropriately and adapt to changing priorities as well as work independently on multiple tasks and deal effectively with conflicting priorities is also a must. Knowledge of the policies and practices of Student Affairs as well as the principles and trends related to Black college students is preferred. Experience with supervising students expected as is student counseling and organization advising. Experience developing assessment instruments, collecting and analyzing quantitative and/or qualitative data and making data-driven strategic decisions aimed at continually improving programs and services is strongly preferred. Proven technology skills across multiple social/media platforms are also needed. Excellent written, verbal, and interpersonal skills are essential. Facilitation/training/teaching skills required. A willingness to work some (in the) evenings and weekends is also a must during the academic year.

### **Application Information**

In your letter of interest, please be sure to address your knowledge of the African diaspora especially the Caribbean and/or continental African culture, history and contemporary conditions and your experience with training and assessment. Also include travel experience and foreign language acumen, if applicable. Additional desirable expertise to note include: Public Relations, Arts – Photography or Curating, or Philanthropy.

Send letter of interest, résumé, and the names and contact information of three references via:

Email: [marylou@duke.edu](mailto:marylou@duke.edu)  
 Subject: **Assistant Director Search**

Candidates must also submit an application online at the Duke Human Resources Web Site (<http://www.hr.duke.edu/jobs/main.html>) referencing requisition id 12505.