

Date Posted: 08/01/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Program Coordinator, Multicultural Affairs (5786)

Employer/Agency: American University

Job Description: This position plans and implements the unit's major educational outreach and program initiatives, with emphasis on retention and academic excellence for domestic minority, first-generation and other underrepresented students. The program coordinator manages MA signature programs to include First-Generation outreach, annual heritage theme months, and alumni outreach programs. The program coordinator advises a wide-range of individual students on academic, social and personal development, including referrals and follow up to appropriate campus services and programs.

The position is responsible for the unit's communication management, including serving as the unit's web master, and managing print and electronic communication. This position plays a leadership role in initiatives tied to Undergraduate Admissions, Alumni Relations, student engagement, intercultural learning, and cross-unit collaborations. This position develops and promotes programs that enrich students' educational, social, and cultural experiences; fosters inter-group understanding and relationships on campus; and collaborates with AU students, faculty, and staff to create a campus community environment that values diversity and inclusion and promotes respect for differences.

Qualifications:

Educational Requirements:

- A Bachelor's degree is required; a Master's degree is preferred.

Minimum Requirements:

- One to three years of advising, teaching, or counseling experience with young adults of diverse backgrounds.
- Mastery of computer software programs such as MS Word, PowerPoint, and Excel.
- Excellent human relations, interpersonal, organizational, written and oral skills.

Preferred Requirements:

- Two to four years experience with advising, community development, intercultural dialogue or program management.
- Experience with communications management, including marketing, e-newsletter and website content.

Additional Information:

- The program coordinator will serve on various campus committees and may work in an advisory capacity with student clubs and organizations, as requested. - This position will be highly involved in the design, development and implementation of AU's future Center for Diversity & Inclusion.
- This position requires occasional evening and weekend work.

Salary/Hours: Low to mid \$40s; Full-time

Employer/Agency: American University
City, State, Zip: Washington, D.C.

Application Method: Apply online at <http://jobs.american.edu>

Opening Date: Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***