Director of Africana Studies

Job No: 495827

Full Time/Part Time: Full-time

Location: South Orange

Categories: Administrator

The Program in Africana Studies is seeking a full-time Director. The Director will be responsible and accountable for coordinating, improving academic quality, and growing enrollments in the interdisciplinary Africana Studies program at Seton Hall University.

Duties and Responsibilities:

The Director is responsible for coordinating, continuously improving, and growing enrollments in the Africana Studies Program at Seton Hall. The Director will serve as the chief administrator for the program and will teach at least one course in Africana Studies per year, preferably the introductory course that would engage the director with all new students in the program. To fulfill recruiting and programming needs, the job will require commitments that may entail weekend and evening work. The Director's responsibilities will include the specific functions listed below.

- Design the course schedule in accordance with the Faculty Guide and ensure classes are scheduled properly to enable timely progress through the program and a consistently robust array of course offerings
- Prepare the Annual Report each May/June
- Hire and supervise expert adjunct instructors consistent with the Faculty Guide
- Advise students in course selection, graduate education and fellowship applications, and career planning to ensure timely graduation and successful graduate outcomes
- Work with department chairpersons to staff courses essential to the program
- Hold at least two faculty meetings, with minutes, per semester with affiliated faculty and adhere to all Faculty Guide guidelines for program responsibilities
- Review the curriculum with learning outcomes and a comprehensive assessment plan
- Develop a new strategic vision for Africana Studies at SHU with (1) enrollment targets and (2) a hiring plan
- Update the webpage with input from Africana studies students to include all affiliated faculty, the history of the program at Seton Hall, and an accurate and robust vision for the program
- Create partnerships and internship opportunities
- Offer professional development programming for adjunct and standing faculty
- Work with Vice President of Student Affairs and affiliated campus organizations
- Serve on the University Diversity, Equity, and Inclusion (DEI) Committee
- Recruit students by attending Open House and Major Day events, by using social media, and by visiting Core classes and high schools
Work with Advancement to create a case statement to support the program with endowed faculty or other endowed funding. Engage in alumni outreach and fundraising to support the program in coordination with Advancement and the Office of the Dean.

Build community within the major and University students and student groups

Grow program enrollments

Reach out to local communities (e.g., Oranges, Maplewood, Newark) and local leaders to provide network, mentoring, and service-learning opportunities in coordination with social-justice related organizations and communities.

Develop articulation agreements with other institutions, including community colleges and graduate programs

**Required Qualifications:**

- Publication and promise of scholarly excellence in the interdisciplinary field of Africana Studies
- A Ph.D. in Africana Studies or a related discipline of study
- Demonstrated excellence as a teacher and advisor;
- Demonstrated experience in program building and assessment;
- Strong communication skills (including experience with social media);
- A strong commitment to multicultural education and inclusion;

**Salary Grade:**

UG - Administrative

**Exempt/Nonexempt:**

Exempt

**Physical Demands:**

General Office Environment

**Special Instructions to Applicants:**

Seton Hall University is committed to programs of Equal Employment Opportunity (EEO) and the principles of affirmative action.

**Advertised:** 05 Jun 2023

**To apply, visit** [https://aptrkr.com/4252000](https://aptrkr.com/4252000)

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