

Global Initiatives/Center for American & World Cultures:

Program Coordinator

Program Coordinator to be responsible for the coordination and implementation of tasks and duties related to Center initiatives, and performing a broad range of administrative duties.

The Center for American and World Cultures coordinates and collaborates across campus and community to coordinate, curate, or facilitate curricular and co-curricular programming focused on local and global issues and events, as well as inter/intragroup dialogue that brings together people to build relationships and explore issues of diversity, unity, and social justice. A Global Leadership Distinction program serves as the focal point for the Center. The CAWC functions as a clearinghouse for all related university events. Responsibilities include: Organize and manage creative and innovative global, intercultural, and multicultural programming; develop and implement assessment plans for programming and student learning outcomes; student advising for Global Leadership Distinction program. Inter/Intragroup Dialogue facilitation and training; develop web and written resources to support individuals and groups in contributing to intercultural, global, multicultural, diversity, and similar efforts on campus and in the community.

Require: Bachelor's degree; three years of experience in higher education; excellent written, oral, and intercultural communication skills; demonstrated experience collaborating effectively with stakeholders; self-motivated with ability to work with minimal supervision; verified excellent attendance history; excellent time management skills. Position is not eligible for H-1B sponsorship.

Desire: Master's degree; Intergroup Dialogue certification or training. Demonstrated experience in data and research methodology; experience with intercultural assessment instruments, data, and methodology; successful grant writing experience; experience with international or academic student advising; international travel experience; an inclusive philosophy to support all students, faculty, staff, and community members.

Submit a cover letter, resume and list of three references to <https://miamioh.hiretouch.com/job-details?jobID=5719>

Resume and cover letter should be limited to two pages.

Direct inquiries to Donna Gouvan at gouvandm@miamioh.edu. Salary range: \$48,000 - \$50,000. Screening of applicants will begin May 21, 2018 and will continue until the position is filled.

Miami University, an EO/AA employer, encourages applications from minorities, women, protected veterans and individuals with disabilities. Miami University does not discriminate on the basis of age, color, disability, gender identity or expression, genetic information, military status, national origin, pregnancy, race, religion, sex, sexual orientation or protected veteran status in its application and admission processes, educational programs and activities, facilities, programs or employment practices. Requests for all reasonable accommodations for disabilities related to employment should be directed to ADAFacultyStaff@miamioh.edu or 513-529-3560. Miami University's Annual Security and Fire Safety Report with information on campus crime, fires, and safety may be found at: <http://www.MiamiOH.edu/campus-safety/annual-report/index.html>. Hard copy available upon request. A criminal background check is required. All campuses are smoke- and tobacco-free campuses.