

## **POSITION DESCRIPTION:**

The African American Studies Program's Communications and Outreach Associate (COA) will be responsible for several important administrative and programming initiatives both on and off campus. The COA will contribute at least 10 hours a week to African American Studies' responsibilities and will be mentored and supervised by the Interim Director of African American Studies, Dr. Anita Davis.

On campus, the COA will

- Assist with updating African American Studies' program materials, including, but not limited to, the program's brochure, semester course offerings, event publicity, web page and student database.
- Assist in the development of African American Studies' campus advertising from the design and conception phase to final production.
- Form and chair an African American Studies Student Advisory Committee that will provide feedback about and suggestions for programming and course offerings. The COA will then communicate the Student Advisory Committee's concerns and recommendations to the Director.
- Serve as African American Studies' student liaison with the broader campus community. The COA will be expected to establish ties with student groups and cultivate student awareness of and participation in the African American Studies program and its scheduled events.
- Perform other duties as assigned by the Director

Off campus, the COA will

- Assist in African American Studies' community outreach program in area high schools. Working in concert with Rhodes' Admissions staff, the COA will visit selected classes (e.g., Social Studies, American History) at local area high schools to offer presentations about African American Studies at Rhodes and its programming.

## **DESIRED QUALIFICATIONS**

The COA must be a dependable, self-motivated, mature student who has:

- Demonstrated interest in African American Studies; preferably a declared African American Studies minor
- Familiarity with the African American Studies minor and its requirements
- Excellent written and oral communication skills
- Excellent time management and organizational skills
- Experience working with Rhodes student organizations
- Leadership experience in campus organizations
- Experience with layout and design
- Computer proficiency, especially in the Microsoft Office suite
- Ability to work with diverse groups of students and Memphians
- Evidenced commitment to Rhodes College and to its diversity initiatives