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**Africana Studies Recruitment Assistant**

**Position Description**

* The Africana Studies Program (AFAS) invites applicants for the position of Recruitment Assistant, based in the African American Student Affairs (AASA) center located in the MLK building. This position will serve as a liaison between AFAS and AASA and will assist in the recruitment of AFAS majors and minors and promotion of the Africana Studies Program and events.

**Position Description/Highlights**

* The Africana Studies Program invites applicants for the position of Recruitment Assistant, based in the African American Student Affairs (AASA) center located in the MLK building. The Africana Studies (AFAS) Program is housed within the College of Humanities (COH) and offers an interdisciplinary major and minor, a minor in hip-hop studies, and a variety of internships and study abroad opportunities. The program embraces new technologies and is a leader in online offerings and digital humanities.
* The Recruitment Assistant will work closely with the Program Director of Africana Studies, the Director of African American Student Affairs, and the Director of Recruitment for the College of Humanities. This position supports day-to-day activities at AASA, as well the promotion of Africana Studies majors and minors within the center and beyond.
* In this role, the Recruitment Assistant will be required to have a working knowledge of AFAS majors, minors, study abroad programs, scholarships, events, faculty and staff. The Recruitment Assistant should develop similar knowledge about the African American Student Affairs, its programs, and related clubs and organizations.
* The Assistant will serve as a liaison between AASA and AFAS. The Assistant will be encouraged to brainstorm and develop recruitment and retention initiatives in partnership with the COH Director of Recruitment.
* The Recruitment Assistant should be an excellent communicator with a desire to share their Humanities and Africana Studies experience with others.

**Duties & Responsibilities**

* Schedule individual meetings with students to present them with the possibility to add a major, double major, or dual degree in Africana Studies
* Assist with the planning of student events, including prospective student visits, Admitted Students Day, social gatherings, etc.
* Contribute regular COH/AFAS blurbs and updates within the AASA newsletter
* Ensure COH/AFAS promotional materials are placed visibly in the AASA center
* Interact with COH & AASA staff and faculty
* Perform a variety of administrative support activities including serving as front office receptionist
* Participate in photo/video shoots coordinated by the COH Marketing team
* Other duties as assigned

**Minimum Qualifications**

* Africana Studies major or minor (major preferred)
* 2.0+ GPA

**Preferred Qualifications**

* Experience working or interning on-campus in roles that require leadership, organization, public speaking, and event planning
* Familiarity with MS Office: Word, Excel, PowerPoint, Publisher; Adobe, Social media sites, Box, Google Docs, Sheets, etc.

**Diversity Statement**

* At the College of Humanities (COH), we pursue diversity and inclusiveness not as mere objectives for reaching social and institutional equity, but as philosophical principles for human understanding. We view all human stories and identities as complex, recognizing that they emerge in situated social, geographical, historical, and material circumstances. We recognize that it is impossible to engage diversity with a single language, a single story, a single history, or a single point of view. Hence, in COH we dedicate ourselves to multiculturalism, multilingualism, expansive narratives, and diverse perspectives. In recognition of the fact that human stories and identities through history are shaped by unjust social relations that still exist today, all of our practices—hiring, promotion, research, teaching, training, learning, outreach, and beyond—are guided by the principles of equity and inclusion.
* We are committed to attracting and retaining students, faculty, and staff who embrace and sustain diverse practices, beliefs, and backgrounds. In aspiring to create a context that respects the academic freedom and civil rights of all COH members and partners, we are steadfast in our goal to advance the ideals of diversity, inclusivity, and equity in everything that we do.

**Applications are due on September 24 at 5:00pm MST (Arizona Time)**