

## **San José State University - San José, California**

### **ANNOUNCEMENT OF POSITION AVAILABILITY**

*Subject to Budgetary Approval*

#### **Department of African American Studies**

##### **Lecturer and Outreach Coordinator**

The Department of African American Studies seeks a Lecturer and Outreach Coordinator. The position requires the ability to perform two roles: teaching and outreach. This position requires teaching 2 courses each academic semester and administrative duties (Outreach Coordinator).

#### **TEACHING**

Teaching responsibilities for this position include undergraduate courses in all areas of Africana/African American/Black Studies, although our current needs fall within writing in the major, general African American Studies, psychology of the Black community, African American music, African history, Blacks in U.S. politics, and African American humanities. The performance of instructional responsibilities extends beyond duties in the classroom and includes such activities as: preparation for class, evaluation of student performance, syllabus preparation and revision, effective use of a learning management system (e.g., Canvas), holding regular office hours, review of current literature and research in the subject area, regular assessment of course and program learning outcomes and pedagogical improvements. The successful candidate must have an awareness of and sensitivity to the educational goals of a multicultural population and be prepared to address the needs of a student population of great diversity – in age, cultural background, ethnicity, primary language and academic preparation – through course materials, teaching strategies and advisement.

#### **OUTREACH**

Outreach responsibilities include recruitment of potential undergraduate students from high schools and community colleges as well as management and supervision of AFAM 190, Internship for Community Development.

##### **Recruitment and Promotion**

- Attend SJSU and other campus program fairs to promote the departmental programs (tabling, flyers).
- Attend off-campus recruitment events (college fairs, high school and community college recruitment events, etc.) to promote and recruit potential students.
- Develop promotional materials on departmental major and minors (flyers/brochures)
- Visit undergraduate classes at SJSU to promote the program.
- Ability to use social media for promotion of departmental programs and disseminating of departmental information.
- Disseminating annual email "blast" to regional employers/partners/agencies to encourage those in their circle to promote the program. Provide direct links to program website and admissions details.
- Responsible for conducting a twice-yearly open house for prospective students.

## Practitioner-in-Residence

- Facilitate connection students to regional employers/internships.
- Coordinate with university internship office for appropriate documentation of internship course.
- Maintain all internship documentation for the department.
- Work with faculty to introduce real-world practice/techniques into classroom activities
- Review student resumes/CVs
- Assist students with practice for job/internship interviews
- Promote proper techniques for conducting informational (not job) interviews with people and organizations of interest to the students

## Minimum Qualifications

- Master's degree (doctorate preferred) with a background in Africana, African American or Black Studies or related field from an accredited university
- Commitment to, and demonstrated potential for, teaching excellence as evidenced through satisfactory performance in prior academic appointments and/or advanced knowledge of the subject matter to which the individual is assigned teach
- Excellent communication and interpersonal skills and an ability to work in a collegial atmosphere of shared governance.
- Sound organizational skills.

## Application Procedures:

Address all inquiries to Dr. Theodorea Regina Berry, Chair, Department of African American Studies, (408) 924-5871 or by email. For full consideration, the following material must be submitted by April 1, 2019. Applicants not selected will be notified by email.

Please submit your application material in a single PDF file via email attachment to [theodorea.berry@sjsu.edu](mailto:theodorea.berry@sjsu.edu). Applicants should send:

- A letter of interest highlighting the courses you are interested in and qualified to teach
- A current CV or resume
- The contact information for three professional references and a statement that the department has permission to contact them
- Copies of all past teaching evaluations (if applicable)

**Eligibility:** Employment is contingent upon proof of eligibility to work in the United States.

**Salary Range:** \$4126 - \$6180/monthly. Commensurate with rank and experience.

The mission of the Department of African American Studies at San Jose State University is to engage in the discovery of knowledge about the African American/Black experience and to share that knowledge with our students and the scholarly community. The Department integrates undergraduate education, teaching, research, applied training, and service activities to further the overall mission of the University. The Department serves majors and minors in African American Studies and African Studies with a dedicated full- and part-time faculty from all areas of Africana/African American/Black Studies.

San José State University is California's oldest institution of public higher learning. The campus is located on the southern end of San Francisco Bay in downtown San José (Pop. 1,000,000), hub of the world-famous Silicon Valley high-technology research and development center. Many of California's most popular national, recreational, and cultural attractions are conveniently close. A member of the 23-campus CSU system, San José State University enrolls approximately 30,000 students, a significant percentage of whom are members of minority groups. The University is committed to increasing the diversity of its faculty so our disciplines, students and the community can benefit from multiple ethnic and gender perspectives.

San José State University is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the bases of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran status consistent with applicable federal and state laws. This policy applies to all San José State University students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose.

Note that all San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University's annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the [University Police Department](http://www.sjsu.edu/police) website at (<http://www.sjsu.edu/police>.)