Department of American Culture
Director of Arab and Muslim American Studies
May 2015

The Director of Arab and Muslim American Studies is appointed by the Chair of the Department of American Culture for a term of three years to provide oversight and leadership to the Arab and Muslim American Studies program and its activities. Duties will include:

- Serve as an ex-officio member of the AC Executive Committee
- Chair Arab and Muslim American Studies Advisory Board meetings
- Oversee the Arab and Muslim American Studies minor
- Undergraduate advising: Hold bi-monthly advising hours for students to learn about or declare the AMAS minor
- Oversee Arab and Muslim American Studies course offerings and scheduling
- Work with Associate Chair on course planning to determine courses for fall/winter terms; oversee curriculum to ensure consistency and comprehensiveness in course offerings
- Communicate with DGS on graduate student admissions related to Arab and Muslim American Studies
- Promote Arab and Muslim American Studies (through outreach, events, etc.)
- Programming: Organize events and speakers.
- Respond to inquiries from current and prospective students
- Attend AC graduate student recruitment breakfast to represent Arab and Muslim American Studies
- Attend AC graduation reception to award AMAS minors with their degree
- Oversee and develop internship program with Arab and Muslim American community organizations, AMCULT 390
- Oversee AMAS budget and funding of relevant student events