Ethnic Studies Program Director Job Description

Arab and Muslim American Studies (AMAS)

Summary & Duties

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

- Serve as an ex-officio member of the American Culture executive committee
- Chair the Arab and Muslim American Studies committee (hold advisory board and staff meetings)
- Meet with chair once per semester and schedule additional meetings depending on need to discuss curriculum (course offerings, scheduling, course content) and programming
- Oversee the awarding of the Arab and Muslim American Studies minor
- Oversee Arab and Muslim American Studies course offerings and scheduling
- Work with the Associate Chair on course planning to determine faculty assigned to Arab and Muslim American Studies 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, social media, etc.)
- Hold advising hours for the AMAS minor; respond to inquiries from current and prospective students
- Attend graduate student recruitment breakfast (March) and graduate student orientation breakfast (August) to represent Arab and Muslim American Studies
- Attend graduation reception at end of academic year to award AMAS diploma
- Oversee and develop internship program with Arab American community organizations, AMCULT 390
- Oversee AMAS budget and funding of relevant student events
- Mentor junior faculty in AMAS

The Director of Arab and Muslim American Studies will receive the same financial support as other ES directors ($4,000 in research funds and the option of a course release OR an $8,500 stipend). Arab and Muslim American Studies will also receive equivalent programming funding as other ES units ($10,000).

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