

**Associate Director of Native American Studies
Center for Comparative Studies in Race and Ethnicity
Stanford University**

The Native American Studies Program is an undergraduate program within the Center for the Comparative Study of Race and Ethnicity (CCSRE). This Center is a vital part of the School of Humanities and Sciences (H&S), which serves as the foundation of a liberal arts education at Stanford. H&S encompasses 23 departments and 25 interdisciplinary programs. H&S is home to fundamental and applied research, where free, open, and critical inquiry is pursued across disciplines.

CCSRE is an interdisciplinary program that provides policy, financial resources, and administrative support to the undergraduate ethnic-specific programs of Native American Studies (NAS), Chicana/o-Latina/o Studies, Asian American Studies, and Jewish Studies. NAS offers courses, community engaged learning experiences, and other undergraduate opportunities that offer a well-rounded interdisciplinary curriculum for its majors and minors.

NAS Program Description

Since 1997, the NAS major and minor has offered students interdisciplinary analytical tools for the study and research of Native American experiences. NAS classes cover a broad selection of topics and are offered in departments ranging from Sociology to Anthropology to Psychology, representing the breadth of academic interests and disciplinary training among our diverse faculty and lecturers. The NAS program provides an interdisciplinary approach to understanding the historical and current experiences of persons of Native American, Alaska Native, and Native Hawaiian ancestry. The NAS faculty recognizes that the term NA refers to a heterogeneous population and that there is neither a single NA identity nor one community that comprises all Native Americans. NAS brings together courses that address historical, humanistic, political, and social dimensions of Native American life and is an appropriate course of study for students interested in a variety of Native American concerns, including: public policy; health; the arts and cultural contributions; current social significance; indigenous histories; inter-group relations; and the ongoing construction of the category of Native American as it impacts vital theoretical and practical issues.

NAS Associate Director Position Summary

The Associate Director (AD) for NAS will help to build student community within the major and minor, foster student engagement with its intellectual concerns, forge connections with scholars across the University as well as nationally and internationally, and build relationships

with members of the community, including alumni. The AD's time will be focused in several areas: approximately 65% spent teaching (4 courses per academic year); 20% devoted to program development; and 15% to academic administration, student advising, and general administration.

This is a 100% FTE, 12-month, 3-year fixed term exempt staff position that reports directly to the Executive Director of CCSRE. Please submit a cover letter, curriculum vitae, statement of research interests, statement of teaching experience, and names and contact information of at least three references. For full consideration, all materials must be received by 15 July, 2022.

Teaching (65% time)

- Stanford operates under a quarter system. The teaching load for the NAS AD is 4 courses annually in NAS and CCSRE, including Introduction to NAS, at least one additional course in NAS, and two courses addressing race and ethnicity suitable for cross-listing with CCSRE. At least one of the four courses will contribute to the CCSRE core curriculum; this course will be chosen in consultation with the Associate Director of Academic Programs. The structure and topics of these courses may change depending upon programming needs, and the NAS AD will negotiate the exact profile of courses each year with the NAS Faculty Director in consultation with the CCSRE Faculty leadership team and the Associate Director of Academic Programs.

Program Development (20%)

- Work with the NAS Faculty Director to organize and build the curriculum for the program.
- Organize programming to build an intellectual community in NAS, help recruit faculty teaching for the program, promote student engagement with the field, and facilitate cooperation between the NAS Program and the Native American Culture Center (NACC).
- Lead undergraduate student outreach efforts for the major and minor, including initiating student-oriented events in collaboration with the NACC and CCSRE, developing curricula, supporting student scholarships and internships, overseeing periodic reviews of the undergraduate program in consultation with the CCSRE Academic Programs team, and contributing overall to growing the major.
- Maintain a program of research, conference presentations, and publications to remain conversant in the current state of the field and support cutting-edge student research and faculty teaching.
- Work with the CCSRE Director of Academic Programs and Associate Director of Academic Programs to support, staff, and refine the CCSRE core curriculum in which NAS students take part.

- Work with the CCSRE Executive Director and Associate Director of Academic Programs to develop beneficial workshops, colloquia, and lectures for faculty, students, and the community at large.
- Represent the NAS Program at academic conferences and activist organizations as relevant.
- Serve as spokesperson for NAS to internal and external professional and academic audiences, in relief of or in assistance to the NAS Faculty Director.
- Establish relationships with collaborating programs at Stanford and outside the university.
- Identify, publicize, and write grants to support course development and course enhancement; solicit, collate, and submit proposals from faculty and from the Program (with administrative staff).
- Hire and supervise lecturers and graduate student teaching assistants and mentors, when appropriate.
- Work with faculty and staff from a variety of departments and programs to coordinate course offerings and other learning opportunities and to ensure that NAS follows academic policies and participates in campus-wide educational initiatives.
- Develop and maintain the NAS Program webpage on the CCSRE website to foster NAS's on-line presence and image.
- Work with the Office of Development and the CCSRE Executive Director to cultivate and maintain relationships with donors.
- Work with the CCSRE Executive Director and faculty to draft public statements if needed.
- Other duties as they arise.

Academic Administration and Advising (10%)

- Review and approve annual list of cross-listed courses (collated by administrative staff).
- Review and approve program and degree information published on ExploreCourses, ExploreDegrees, and Program website (created by administrative staff).
- Review and approve Program publications, including course posters, course fliers, ads, and Program website (created by administrative staff).
- Serve as initial advisor to students interested in the NAS studies major, minor, or honors and assist them in selecting faculty advisors.
- Provide pre-major advising through VPUE to 3-5 freshman class members interested in NAS Studies.
- Review major/minor/honors proposal materials in consultation with the CCSRE Academic Programs team.

- Consult, as needed, with student services staff to track NAS students' academic progress.

General Administration (5%)

- Work with NAS Faculty Director and CCSRE Executive Director to review and approve annual non-salary budget for the NAS program, if applicable (prepared by administrative staff).
- Consult with the NAS Faculty Director, CCSRE staff, and Native American Cultural Center staff regarding the allocation of funding, organization, and publicity for events, co-sponsorships, course enhancement, and student research grants.

To be successful in this role, you will bring:

- A Ph.D. or equivalent in a Humanities, Social Science, Law, Ethnic Studies, or related discipline with significant focus on Native American experiences. Commitment and ability to foster appreciation and understanding of NAS through strategic planning, academic programming, teaching, committee work, and community building.
- Demonstrated capacity to produce and evaluate interdisciplinary research, as evidenced by professional publications or equivalent achievements.
- Two to five years of teaching experience, with significant focus in NAS. Substantial programmatic experience, including involvement in planning lectures, student events, and serving on faculty committees.
- Proven success as a team participant (with a wide range of people including faculty, administrative staff, and students) as well as demonstrated leadership ability with excellent communication and organizational skills.
- Strong public relations skills, including skill with public speaking, media relations, event planning, and the design of publicity and other collateral materials.
- Familiarity with university requirements, fellowship opportunities, and academic resources is extremely valuable.
- Experience with donor cultivation is valuable.

Why Stanford is for You

Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford University has revolutionized the way we live and enrich the world. Supporting this mission is our diverse and dedicated 17,000 staff. We seek talent driven to impact the future of our legacy. Our culture and unique perks empower you with:

- Freedom to grow. We offer career development programs, tuition reimbursement, or audit a course. Join a Ted Talk, film screening, or listen to a renowned author or global leader speak.
- A caring culture. We provide superb retirement plans, generous time-off, and family care resources.
- A healthier you. Climb our rock wall or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
- Discovery and fun. Stroll through historic sculptures, trails, and museums.
- Envious resources. Enjoy free commuter programs, ridesharing incentives, discounts and more

The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.