

Job Description

Job Title: Outreach and Communications Coordinator

The Asian/Pacific Studies Institute has an opening for the position of Outreach and Communications Coordinator. This will be a 30 hour/week position with benefits, with the potential of upgrading to a 40 hour/week position. The position is classified as Program Coordinator, Level 10, Job Family 28 in the Duke system.

Job Responsibilities:

Serve as the outreach coordinator of APSI:

- Plan, implement, and evaluate educational outreach to the K-12 schools and community colleges, the Duke community, the general public, the business community, media and government about East Asia.
- Plan and implement annual K-12 teacher training workshops, including planning the workshop programs, making logistical arrangements for the workshops, and conducting follow-up surveys to evaluate the workshops' effectiveness. A key part of the job responsibility is to maintain an on-going relationship with the workshop participants to provide continued support to them.
- Provide on-going support to the K-12 and community college educators to incorporate knowledge about East Asia in their curriculum, and develop curriculum resources for them. This includes maintaining a listserv that publicizes APSI's outreach events, information about outreach programs offered elsewhere and grant and fellowship opportunities; and developing and managing APSI's resource lending library.
- Liaise with other programs on campus and off to develop new resources for outreach, including working with programs such as the Duke Performances to organize public programs relevant to East Asia, and maintaining a relationship with the foundations such as the Japan Foundation to look for funding and collaboration opportunities.
- Coordinate the Cine-East film festival each semester by working with faculty to select the films, and coordinate with other offices to schedule the film screenings and publicity of the film series.
- Collect data to evaluate program effectiveness and consult with program participants to improve program quality.
- Draft grant proposals, collect data to support grant management and prepare relevant sections of the grant reports.

Serve as the Communications Coordinator of APSI:

- Manage and oversee the production of APSI's annual newsletter.
- Manage and oversee the Outreach section of APSI's web page.
- Serve as APSI's liaison to other Duke offices, and represent APSI to various professional groups on campus and off.

- Work closely with undergraduate students to publicize APSI's events, grants and fellowship opportunities.

Work with the Institute's staff to support its general programs and activities:

This includes conference and public events planning, events management, working with faculty and students to publicize the events.

Qualifications:

MA in social sciences or humanities with a focus on East Asia required, as is the ability to speak an East Asian language. Work requires training and experience in program development and public relations. Experience with K-12 and /or community college education, especially related to East Asia is desirable.

Candidate must have strong communications and organizational skills. Must be able to juggle multiple tasks, take initiatives in program planning, be able to prioritize work and work independently. Need strong computer skills, including Word, Excel, and familiarity with desktop publishing software such as InDesign. Candidate must be willing to work occasional evening and weekend hours.

Preference will be given to applicants who have two years or more of work experience in an academic environment working directly with students, faculty, university offices, and grant agencies.

Salary will be commensurate with experience.

Interviews for the position will start in early May, but applications will be accepted until the position is filled.

Interested candidates should send a cover letter, resume, and a list of three references to Dr. Yan Li, Asian/Pacific Studies Institute, 323A Trent Dr. Hall, Box 90411, Duke University, Durham, NC 27708-0411, or by email to liyan@duke.edu.

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