

The Duke University Middle East Studies Center (DUMESC), which is part of the Duke-UNC Consortium for Middle East Studies, is seeking a full-time Program Coordinator. Please find below a description of the position. For more details and to apply for the position, please click on the link below:

<http://www.hr.duke.edu/jobs/apply/external.php>

For external applicants, please use requisition number 401089395 to search for the position. Internal Duke applicants searching for the position will have to enter their NetID and password. Please note that the Middle East center at UNC cannot provide any additional details on the position.

Job description:

The Duke University Middle East Studies Center (DUMESC) is a federally funded Title VI National Resource Center. DUMESC promotes interdisciplinary curriculum development and programming on the Middle East for Duke students, faculty and the broader community. The Program Coordinator works under the direct supervision of the DUMESC faculty director to implement its Title VI funding and programming obligations as a member of the Duke-UNC Consortium for Middle East Studies. The Program Coordinator works closely with the DUMESC Research Project Coordinator as well as with staff at the Duke Islamic Studies Center (DISC). The Program Coordinator is in constant communication with Middle East faculty in various departments as well as with the staff of other centers, institutes and departments, including: DISC, Asian and Middle Eastern Studies (AMES), the Franklin Humanities Institute, the Keenan Institute for Ethics, and the Carolina Center for the Study of the Middle East and Muslim Civilizations (CCSMEMC), our institutional partner at UNC.

Specific responsibilities include:

Coordination of planning and publicity for DUMESC programs and events from film series to guest speakers to international conferences; processing and maintaining all DUMESC financials and monthly reconciliation of accounts; coordination of logistics and events for graduate students, including the annual Duke-UNC Graduate Islamic and Middle East Studies Conference; outreach and publicity; responsibilities related to the Duke-UNC Graduate Certificate in Middle East Studies; oversight of the FLAS (Foreign Language and Area Studies) Award application and selection process; maintenance and updating of the DUMESC website and other social networking and communication platforms (Facebook, Twitter, listservs, etc.); regular collection and formatting of data required for Title VI reports and evaluation, including development of necessary databases, course lists, and student, faculty, and alumni data; and general administrative support of DUMESC activities and programs as they evolve.

This position requires attention to detail, flexibility, creativity, a willingness to be a team player combined with an ability to work proactively and independently.

Program coordinators work with constituents from community members, undergraduate and graduate students, faculty, and guest speakers of various backgrounds. Successful candidates must have experience with event planning, promotion and budget management. They will be highly organized and able to manage multiple projects simultaneously. The position requires willingness to work in a dynamic and evolving center that generates new initiatives and programs, positive attitude, and an ability to work well with people at all levels of the university. Knowledge of the Middle East is preferred.

** Duke-UNC Graduate Certificate in Middle East Studies.

Specific responsibilities include: outreach to graduate students and DGSs; publicizing the certificate to faculty and departments; overseeing the Certificate application process and validating graduate student completion of Certificate requirements; scheduling and providing administrative support for the spring research practicum; updating graduate course lists and monitoring enrollments in graduate area studies courses. One of the goals of the Title VI program is to increase participation in Middle East Studies programs from graduate and professional students across Duke. The Program Coordinator will work closely with the Director to reach out to graduate students at Sanford, NSOE, Global Health, and Fuqua and to publicize the Certificate to faculty in these schools and the Graduate School departments. The Certificate is the bases for a pending applicatio for an MA program in Middle East Studies.

** Logistical/administrative support to the annual Duke-UNC Consortium Conference and the Graduate Islamic & Middle East Studies Conference.

The Program Coordinator will work with faculty and graduate student organizers on both campuses to provide administrative and logistical support, oversee the budget, coordinate activities between the two campuses, and provide continuity to these two conferences.. Oversee FLAS application process (15%): Work with other Title VI centers to publicize FLAS awards to graduate students; update FLAS application materials and website announcements; collect FLAS applications and related materials; communicate with faculty FLAS evaluation committee about applicants, evaluation procedures and criteria; maintain required records and data on FLAS awards and recipients.

. DUMESC & Duke-UNC Middle East Studies Consortium website & social network maintenance (10%): Maintain the web presence of DUMESC and, with UNC counterparts, the Duke-UNC consortium. This includes regular updating of DUMESC & Consortium websites as well as regular postings to DUMESC Facebook and Twitter.

. Title VI data collection (15%): The Title VI award requires collection and submission of copious amounts of data. This staff person will work closely with the DUMESC Director to create and maintain DUMESC databases to track required data on course offerings and enrollments; attendance at DUMESC events; alumni tracking (both UG and grad alumni) to provide information on jobs, education and other data; collect data related to Duke Middle East outreach (faculty activities, outreach activities for teachers and general public).

Shai M. Tamari
Associate Director
Carolina Center for the Study of the Middle East and Muslim
Civilizations
3023 FedEx Global Education Center
The University of North Carolina at Chapel Hill Campus Box 7582 Chapel
Hill, NC 27599
(T) (919) 962-2034
<mailto:tamari@unc.edu>
mideast.unc.edu
facebook.com/mideastunc