

**The University of Oklahoma
College of Continuing Education
Public & Community Services**

**Director for the Southwest Center for Human Relations Studies
Job Requisition: 06328
Salary Range: \$65,000 – \$72,000**

The successful candidate will oversee the Southwest Center for Human Relations Studies, a dynamic and evolving organization. The director works with an advisory executive committee and reports to the University's Assistant Vice President for Public and Community Services. The center conducts the National Conference on Race and Ethnicity (NCORE), the nation's premier (and largest) annual conference on race and ethnicity in higher education. Additional activities fall into four major categories: Education, Research, Public Service, and Consultation. Within these broad areas, the Center offers a range of capabilities and services including: providing educational and training programs through special institutes, conferences, workshops, and seminars; developing client-based training programs focusing on cultural diversity, and cross-cultural communication in both educational and workplace settings; developing and disseminating information about various populations and critical issues and concerns that impact their lives; assessing community and institutional problems and formulating policy recommendations; and performing applied community studies, needs and capabilities assessment, and program evaluations.

Minimum Education, Skills & Experience:

Master's degree and 12 months leadership experience working with people of various ethnic, racial, social and cultural backgrounds. Experience in program development, grant writing, and conference planning. Demonstrated ability in program funding and marketing; commitment to a progressive vision for the Center, including program expansion and leadership in the field; strong human resource management skills and abilities. Excellent written, oral, and presentation and skills.

Applicants must submit an ONLINE application at www.jobs.ou.edu for the appropriate job requisition number. Computers and personal assistance are available at the Office of Human Resources, 905 Asp, Room 205, Norman, OK 73069. Include job requisition number on all correspondence. Deadlines subject to change with or without notice. For further information on this or other University of Oklahoma job opportunities, please call (405) 325-1826 or access our website at www.hr.ou.edu. The University of Oklahoma is an equal opportunity, affirmative action employer and we encourage diversity in the workplace.