Associate Director - African Language Resource Center

Position Title
Associate Director - African Language Resource Center

Campus
Bloomington

Department
AFRICAN LANGUAGE RESOURCE CTR (BL-ALRC-IUBLA)

Department Information
The National African Language Resource Center, at Indiana University Bloomington, was established in September 1999. It is a federally funded, non-profit national foreign language center dedicated to the advancement of African language teaching and learning in the United States. The Center’s mission is to serve the entire community of African language educators and learners in the United States by sponsoring a wide range of educational and professional activities designed to improve the accessibility and quality of African language instruction.

Job Summary
Manages the daily operations of the National African Language Resource Center (NALRC) in compliance with IU policies and procedures; works in collaboration with the Center Director to establish and implement strategic center operational and programmatic initiatives; establishes, interprets, and modifies management policies and procedures within the unit.

Owing to the Center’s budgetary dependence on external funding, a primary responsibility is to work with the School of Global and International Studies (SGIS) Grants Development Specialist to identify opportunities for the development of intramural and extramural funding streams, secure external funding opportunities, complete the grant process from proposal development to implementation, and manage grant activities, compliance and reporting. The Associate Director exercises discretion and independent judgment with respect to many aspects of the unit’s receipt of external funding from the US Department of Education Title VI Language Resource Center, as well as external funding from other agencies. He/she will work with the SGIS Director of Finance to develop plans for optimal use of all NALRC budgets, oversee the NALRC business and financial processes; monitor accounts and budget tracking processes.

The Associate Director also coordinates all outreach programming for the Center; Serves as primary supervisor of office support staff, graduate assistants, seasonal hires, and the Yoruba Foreign Language Teaching Assistant (FLTA). Additional responsibilities include overseeing the Center’s strategic communications, including web and social media activity, as well as fundraising activities; managing the development and publications of all NALRC instructional materials (textbooks and online), journals, and newsletters; organizing all NALRC workshops and conferences, including the annual summer professional development workshop for Less Commonly Taught Language (LCTL) instructors, and any other workshops or conferences organized or co-organized by the NALRC.

Required Qualifications
REQUIRED: Bachelor’s degree and two years of experience in academic or educational administration.

Possess a valid driver’s license with the ability to be insured by Indiana University. Working knowledge of Microsoft Office suite. Excellent verbal/written communication skills, including the ability to communicate with diverse communities. Effective organizational, management, group facilitation and presentation skills. Knowledge of program design and evaluation strategies. Ability to effectively collaborate with and assist international scholars, students, and administrative counterparts. Ability to prioritize and work independently on multiple projects with demanding timelines. Strong management, leadership, and presentation skills.

Preferred Qualifications
Master’s degree, Doctorate, or equivalent in Humanities, Second or Foreign Language Education strongly; Interest in African or Lesser Commonly Taught Languages.
**Working Conditions / Physical Demands**

Employee must be able to work at a standard desktop computer workstation for up to 8 hours a day with regular breaks. Some reaching and carrying up to 25 to 30 pounds (books and other workshops and conference materials for exhibition at conferences), as well as driving and/or flying (to workshops, meetings, conferences nationally, and outreach activities) are expected. The work requires considerable mental concentration and the ability to maintain focus and work effectively through frequent interruptions in a busy office environment.

**Salary Range**

$46,000 - $51,000

**Salary Plan**

PAE

**Salary Grade**

2AD

**FLSA**

Exempt

**Work Location**

Bloomington, Indiana

**Job Category**

Administrative/Professional

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**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Reference List
2. Supplemental Materials.