Now Hiring | Fall 2019

The Department of Africana Studies is hiring a Black House Associate Coordinator

Job Description
We are looking for an Associate Black House Coordinator to assist the Black House Coordinators in running the cultural house.

Qualifications
- Current status as an undergraduate junior/senior or graduate student.
- Knowledge or appreciation for African/Black/African American culture.
- Excellent organizational and communication skills.
- Ability to multi-task and work with minimal supervision.
- Strong creative and graphic design skills (for the creation of fliers) desired.
- Strong administrative and technological skills (Microsoft Office, Facebook, Twitter, Instagram, and Snapchat)
- Strong presentation skills.
- Knowledge of and ability to post ADA compliant documents.
- 20 hours per week with flexible working hours

Responsibilities
- Assist in creation of promotional materials.
- Assist with outreach, publicity & social media platforms.
- Help with research on national & regional issues related to student cultural centers
- Assist with maintenance of records (such as budget & expenditures).
- Assists with maintenance of database of event procedure forms & assessment tools.
- Follow and enforce Black House policies & procedures.
- Assist in the supervision and training of BH interns & student assistants.
- Assist with the maintenance of front & backyards.
- Assist with the coordination & planning of events at the Black House.
- Communicate and report daily to the Black House Coordinators and the Black House Director.
- Review and organize submissions electronically.
Whom to Contact

Please send your resume, cover letter to us through the online career resource Handshake

Job Classification

Department ID: 10174

Rate of Pay: $14/hr

Beginning: ASAP

Ending: June 20th, 2020

(Renewable)

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