



Philander Smith College
Executive Director, Social Justice Institute

SUMMARY of POSITION:

The Executive Director of the Social Justice Institute will report to the President of the College and is charged with the following:

- Management of the Initiative;
- Implementing the **Think Justice 2.0: A Global Perspective** Strategic Plan activities;
- Fundraising, community engagement and outreach, building collaborations;
- Forging partnerships with all campus constituencies;
- Engaging local, regional, and national organizations and institutions committed to social justice issues;
- Infusing social justice into the curriculum;
- Designing and implementing student, faculty, and staff training; and
- Developing/implementing innovative programs.

RESPONSIBILITIES:

- Formulate a vision for social justice that reflects a holistic, contemporary view and is cognizant with the direction provided by the President, Board of Trustees, and other partners;
- Infuse social justice into the curriculum by engaging and training faculty members;
- Forge partnerships with local, regional and national organizations and institutions committed to social justice;
- Design, implement, and evaluate faculty/staff training around social justice;
- Collaborate with all of the Vice Presidents and Directors on how to infuse and sustain social justice in their respective divisions/departments;
- Serve as the secondary spokesperson for social justice issues for the College (after the President); articulate and communicate the value of social justice for improving the quality of life for the campus; and promote community support for social justice issues in the state;
- Serve as principle advisor to the President on all social justice related issues;



RESPONSIBILITIES (cont'd):

- Develop, implement and supervise program and services that are consistent with the College's mission and Institute's strategic plan;
- Develop and manage the fundraising strategies of the Institute, develop an annual budget for the President's Executive Cabinet approval, and oversee the management of all funds (in collaboration with the Office of Institutional Advancement);
- Motivate and provide professional development of direct reports; hire, supervise and evaluate staff;
- Develop effective working relationships within campus and surrounding community to ensure that social justice is being addressed; and
- Perform all other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate an ability to communicate, both orally and written;
- Exercise effective independent professional judgment;
- Establish and maintain collaborative working relationships with local community, faculty, staff, students, and student organizations;
- Relate successfully in one-on-one and group situations with persons representing diverse backgrounds and interests;
- Able to develop short and long term strategic plans;
- Knowledgeable of budgeting; and
- Able to provide professional development for faculty and staff.

REQUIRED QUALIFICATIONS:

- Master's Degree (Doctorate Degree is preferred) in Social Justice or closely related field;
- At least 3-5 years of full-time experience or equivalency in the area of Social Justice;
- Experience in providing trainings and workshops for a range of campus constituencies focused on social justice; and
- Collaborate with internal/external constituencies in regards to social justice initiatives.



HOW to APPLY:

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, current vitae, and three letters of professional references to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in PDF format. You may also mail your information to:

**Philander Smith College
Attn: Office of Human Resources
900 Daisy Bates Drive
Little Rock, AR 72202**

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