



ILLINOIS STATE UNIVERSITY

Sponsored Project, Program Assistant (Assistant Director) Stevenson Center for Community and Economic Development

General Summary

The Sponsored Project, Program Assistant (Assistant Director) will assist in the sustainability and growth of the Stevenson Center for Community and Economic Development. The Assistant Director will facilitate the functioning of an interdisciplinary graduate program and community service organization by promoting its programs and services to potential students, community partners, and other stakeholders.

Required Qualifications

Two (2) years of full-time professional experience in a related field or equivalent part-time professional experience in a related field.

Master's Degree OR 6 graduate credits earned within the last two years.

Though a Master's Degree is not required at time of hire, expectations for this position will be an earned Master's Degree within 5 years of hire.

Desired Qualifications

Peace Corps, AmeriCorps, and/or similar experience

Experience in database design and management (e.g., Microsoft Access)

Application Process

Initial review of applications will begin April 1, 2011 and continue until the position is filled. Applications must be submitted no later than March 31, 2011. To assure full consideration, an application along with a resume/curriculum vita, reference list (specifically, the names, addresses, telephone numbers and e-mail addresses of at least three professional references), copies of undergraduate and graduate transcripts, a writing sample and cover letter must be submitted online at www.IllinoisState.edu/jobs.

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