Assistant Director Programs & Administration
McKinnon Center for Global Affairs & Young Initiative on the Global Economy

ESSENTIAL FUNCTIONS

I. BUDGET

- Manage budget for the McKinnon Center for Global Affairs (A001-7207; D020-7207), the general Young account (AB741), McKinnon Center Director for Global Affairs, John Parke Young Faculty Chair in Global Political Economy, Young Student Grant Account (AB741B), and Kahane Oxy at UN Campus Program (AB870B-1460).
- Advise principals on the making of strategic budgetary decisions.
- Make operational, and budgetary decisions for programs, events, and office operations.
- Develop and provide budgetary analysis and reports.
- Serve as the liaison to the College business office.

II. PROGRAM MANAGEMENT

- Young Student Grant Program (outreach, administration, communication, processing of awards, IPO liaison, post-grant follow up, reporting, events related to Young Student Grant awards).
- Young Faculty Grant Program (outreach, administration, communication, processing of awards, post-grant follow up, budget management, reporting)
- Building and maintaining the McKinnon Center Advisory Board.
- Committee Meeting preparation and participation: Young Committee, McKinnon Committee, task forces – i.e. Johnson Hall, and strategic meetings.
- Organize and oversee the Young student worker group.
- Provide administrative support for Kahane UN week.
- Approve requests for programming in the Varelas Innovation Lab, McKinnon Center Atrium/Global Forum, and Johnson 201/Shearer Conference Room.
- Responsible for reporting of Young programming and budget expenditures.
- Responsible for publication of the Young Initiative Annual Report and periodic Young Initiative newsletters.

III. OFFICE

- Serve as an initial point of contact with internal (students, faculty and staff) and external constituents (including, but not limited to high level US government officials, foreign diplomats, academics, McKinnon Center for Global Affairs internal & external advisory boards, media, and donors.) Maintain the highest standard of customer service and Occidental College professionalism.
- Provide executive assistance to McKinnon Center Director and the Young Chair: organize and maintain schedules, plan travel & logistics, and arrange meetings/luncheons and dinners, provide administrative and coordination support on special assignments.
- Make decisions in hiring, management, and mentoring of student workers and temporary staff. Serve as the liaison to the College Human Resources office.
• Provide support in maintaining and updating the McKinnon Center for Global Affairs, Young Initiative websites; post information on office activities, faculty projects & research, and update information on members of the advisory board.

• Responsible for all office duties: manage, process, and submit expense reports; maintain and budget for office supplies; coordinate with other administrative office representatives to accomplish tasks in accordance with established College procedures; organize and maintain office schedule, files, and records; maintain contact database.

IV. EVENTS (McKinnon Center Events & Young Related Programming)

• Coordinate all aspects of on-campus of high volume/high profile special events: room reservations, catering, facilities, AV, public relations, bookstore coordination and requirements of speaker (travel, lodging, ground transportation, compensation/honorarium).

• Officially representing the McKinnon Director and Young Chair externally at key events and internally at the College when necessary and appropriate.

• Create, develop and coordinate the schedule and all event related invitation, programs, publicity and correspondence

• Work with Office of Communications to ensure events are publicized in a timely and strategic manner

• Establish, manage and monitor event budgets, anticipating costs of production, technical and promotional needs

• Participate in the planning and coordination of Young initiative events including administrative, and event management support for workshops and conferences.

V. CONSTITUENCY SUPPORT—Off Campus

• Maintain relationships and communication with the Consul Generals in Los Angeles and Foreign Embassies in Washington DC; be the first point of contact/communication between consulates and McKinnon Center for Global Affairs; provide planning, logistical and event support for luncheons or meetings for Consul Generals and foreign diplomats who wish to visit campus. Develop positive professional and networking relationships with individuals working at consulates.

• Support the Director of the McKinnon Center for Global Affairs as a liaison to Los Angeles city and California state officials, and with national politicians and government officials in Washington, DC

• Communicate with members of the McKinnon Center Advisory Board

VI. CONSTITUENCY SUPPORT—On campus and with greater Oxy community

• Provide support and stewardship assistance on special projects/events aligned with international programming/global citizenship initiatives and the College’s long term strategic plan

• Communication support with the Trustees of the College

• Write professional recommendations for students

QUALIFICATIONS

Minimum Qualifications:

• Five to seven years of experience in academic administration and programming/promotion at an institution of higher learning or another similar setting.

• Strong oral and written communication skills evidenced by the preparation of reports, executive summaries, and presentations.

• A bachelor’s degree with a preference for the fields of international affairs, international economics, international development, or related international subject area.

• Strong organizational competence with the ability to manage multiple priorities responsibly.

• Professional, confident interpersonal skills with the ability to communicate effectively with all constituents: students, academic leadership, administration, distinguished speakers, diplomats.

• Demonstrated success to work collaboratively with a diverse population of faculty, staff and students.

• Experience in setting priorities and implementing them without regular direct intervention or supervision from management.

• Advanced skills in Microsoft Office Suite.
Knowledge and interest in international affairs.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.