Job Description
Program Coordinator, Level 10, Job Family 28. Asian/Pacific Studies Institute, Duke University

The Program Coordinator will support the Southeast Asia Research Group (SEAREG), and provide communications support to the Asian/Pacific Studies Institute (APSI).

Work Responsibilities:

1) Provide coordination and support to the Southeast Asia Research Group: 70%

SEAREG ([http://seareg.org](http://seareg.org)) provides a forum for presenting and discussing the best new research by young social scientists working on Southeast Asian studies, and aims to establish a network of scholars in political science and related fields who are working at the forefront of Southeast Asian studies in North America. SEAREG currently has four conveners, who are faculty members at Duke, Cornell, the University of Chicago and the University of Michigan. The program coordinator needs to work closely with the conveners to organize SEAREG’s programs and activities. Specific responsibilities include:

- Help organize SEAREG’s annual conference, which takes place at a different university each year. The program coordinator is responsible for working with the conveners of SEAREG to publish the conference information in a timely manner, make necessary logistical arrangements, and coordinate with the staff of the university that organizes the conference to provide support.

- Help organize SEAREG pre-dissertation field research fellowship competition by publicizing relevant information, fielding questions from students, and processing payments to the fellowship recipients.

- Maintain SEAREG’s webpage, updating it regularly with new information, and publicize and promote events and programs. Work with news organizations to publicize SEAREG’s work.

- Provide travel support to international visitors as needed, and establish and maintain contacts to peer institutions in Southeast Asia.

- Work with the accounting personnel of APSI to account for all SEAREG expenses, including processing payments and reimbursements to SEAREG fellowship recipients.

- Help prepare annual report to the Henry Luce Foundation, which provides the financial support for SEAREG.
• Assist with grant applications and fund raising to help SEAREG become sustainable beyond the three-year Luce grant.

2) Provide effective communications support to APSI: 20%

• Maintain APSI’s webpage to highlight its news and upcoming events, and to use social media such as Facebook and Twitter to publicize APSI events and programs.

• Collect information about East and Southeast Asia related events at Duke and in neighboring universities to publish a weekly APSI News Bulletin.

• Design fliers (in both paper and digital format) to publicize APSI programs and events.

3) Provide general support to APSI’s other programs and activities as needed: 10%

Qualifications:

BA in a social science or humanities discipline, preferably in East or Southeast Asian Studies, is required. A Master’s degree, with some course work in East or South Asian Studies, is preferred. Proficiency in one of the East or Southeast Asian languages preferred.

Work requires training and experience in program development and support, communications and publicity, and budget management. The ideal candidate is a motivated and outgoing team player who can take initiative and work independently. The nature of the job requires attention to detail and the ability to multitask. Computer skills (Word, Excel, Word Press) are a must, as are communication and organizational skills. Experience in editing web pages (Word Press), in designing fliers, and in using social media are a must. Must be willing to work flexible hours as required, as well as to work occasional evening and weekend-hours.

Preference will be given to applicants who have two years or more of work experience in an academic environment working directly with faculty and university offices. Salary will be commensurate with experience.

Interviewing for the position will start in early January, but applications will be accepted until the position is filled. Interested candidates should apply directly to Dr. Yan Li, liyan@duke.edu, and also through the Duke Human Resource online system, and refer to requisition # 401051051.

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