



American Indian Institute

College of Continuing Education
University of Oklahoma

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The College of Continuing Education at the University of Oklahoma is seeking applicants for the full-time position of **Director of the American Indian Institute (All)**. This department was established in 1951 as a nonprofit Indian service, training and research organization. All serves American Indian, Alaska Native, and Canadian First Nation communities throughout the United States and Canada by supporting and promoting education, research, health care initiatives, economic development, and political action. Additional information about the American Indian Institute can be found at www.ou.edu/aii.

Responsibilities of the Director include, but are not limited to: Managing multi-year grants and contracts which have ranged from \$1 million to \$12 million in the past; leading and managing a staff of 5-50; securing both operating and programmatic funds from governmental and private sources; developing new programs and initiatives; coordinating and collaborating with federally-recognized and other tribal entities, and a wide range of other Native and non-Native groups and organizations; maintaining fiscal soundness and budgeting for a self-supporting operation; and overseeing and promoting All and its nationally-recognized programs, projects, and initiatives.

Minimum of a master's degree required in Education, Business, Social Sciences, Public Health, Higher Education Administration, or related field; Ph.D. preferred. Minimum of 5 years experience required as a program director/coordinator in a continuing education/lifelong learning environment. Demonstrated skills in understanding and effectively working with American Indian, Alaska Native, and Canadian First National communities, as well as with national and international educational programs and projects. Strong administrative and leadership skills. Excellent interpersonal and group relationship skills. Proven ability to select, train, supervise, evaluate, motivate, and lead staff members is crucial.

Applicants **MUST** apply for this position online at <https://jobs.ou.edu> Computers and personal assistance are available at the Office of Human Resources, 905 Asp Avenue, Room 205, Norman, OK 73019. Refer to the appropriate **job requisition number 04824** on all correspondence. Deadlines subject to change with or without notice. For further information on this or other OU job opportunities, please call (405) 325-1826, or access our web site at <http://hr.ou.edu/>. The University of Oklahoma is an Affirmative Action/Equal Opportunity employer and encourages diversity in the workplace.