



# PRAIRIE VIEW A&M UNIVERSITY

## **Assistant Director, Information and Impact Center College of Agriculture and Human Sciences**

Prairie View A&M University, a member of the Texas A&M University System, is a public land grant university located 45 miles northwest of Houston, Texas, the nation's fourth-largest city. It has an enrollment of more than 8,000 students and offers bachelors, masters, and doctoral degrees in a variety of disciplines. The University's target service area for undergraduate, graduate and outreach programs includes the Texas Gulf Coast Region; the rapidly growing residential and commercial area known as the Northwest Houston Corridor; and urban Texas centers.

Prairie View A&M University (PVAMU) and the College of Agriculture and Human Sciences (CAHS) invite applications for the position of **Assistant Director, Information and Impact Center**. Reporting directly to the Dean and Director of Land Grant Programs, this position is responsible for the oversight and management of the daily operations for the Information and Impact Center (IIC). The successful candidate will be responsible for creating systems and procedures that maintain and manage contact lists of alumni and stakeholders; implement event registration procedures; design, implement and facilitate an annual marketing plan for a collegiate environment; attend and actively participate in College Advisory Board meetings, committee meetings, conference calls and functions; advise the Office of the Dean on matters important to alumni relating to the College; provide leadership in organizing or assisting with on-campus events and activities for alumni; develop a strategic based knowledge of policies and market trends that facilitate the strategic planning and growth of the College.

**QUALIFICATIONS:** Interested applicants must have a Bachelor's degree in an applicable field or an equivalent combination of education and experience plus six (6) years of related experience. The successful candidate must have strong, practical knowledge of marketing and advertising skills. Effective leadership, managerial, and supervisory skills are essential. The ability to multitask and work cooperatively with others; excellent customer service, public speaking, and interpersonal skills; strong verbal and written communication skills; knowledge of word processing, spreadsheet, and database applications; and knowledge of University processes and procedures are also essential for this position.

**APPLICATION PROCEDURE:** The application deadline is **May 31, 2020**. To view this job announcement in its entirety and to apply online, please visit our External Careers Site if you are an external applicant at: <https://tamus.wd1.myworkdayjobs.com/PVAMU> External or at our Internal Careers Site at: [sso.tamus.edu](https://sso.tamus.edu) if you are an internal applicant. Interested applicants will be required to submit a comprehensive cover letter that addresses how their strengths and experiences match the qualifications for the position and a resume. Interested applicants must apply online via our Career Site to ensure full consideration for the position. For assistance, please contact the Office of Human Resources at 936-261-1730 or [jobs@pvamu.edu](mailto:jobs@pvamu.edu).

*Prairie View A&M University is an Affirmative Action/Equal Opportunity/Veterans/Disability Employer*