



Center for Diversity Education  
CPO #1200  
UNC Asheville, One University Heights  
Asheville, North Carolina 28804

T 828|232-5024  
[www.diversityed.org](http://www.diversityed.org)

## **Job Title: Exhibits and Global Education Coordinator**

The Exhibits and Education Coordinator is responsible for K-12 education programs, which include managing holiday Road Shows, coordinating traveling educational exhibits, and occasional curriculum development activities. This position also involves managing databases of local educators and community organizations for outreach activities.

This is a one-year, paid position. Students are not expected to work during exams or official university breaks.

### **Job Description:**

- Maintain communication with teachers and community members interested in renting traveling exhibits
- Coordinate educational opportunities for K-12 classes and community organizations
- Maintain Road Show presentations and resources for educators
- Manage our inventory of exhibits, resources, lending library, and contact database
- Periodically contribute to social media campaigns on Facebook, Twitter, and Instagram
- Attend biweekly professional development meetings with other CDE student employees
- Regular attendance at CDE events

### **Qualifications:**

- At ease working with people of diverse ethnicities, races, cultures, abilities, religions, sexualities, and gender identities
- Rising junior or senior seeking a teacher licensure preferred
- Highly self-directed, organized, and capable of working both independently and collaboratively
- Car or method of transportation preferred
- Excellent written and verbal communication skills
- Connected to student and community organizations

The Exhibits and Education Coordinator is overseen by Deborah Miles, the Executive Director of the Center for Diversity Education. To learn more about the work of the Center for Diversity Education visit [www.diversityed.org](http://www.diversityed.org) and find us on Facebook.