GRADUATE ASSISTANT JOB DESCRIPTION

The Puerto Rican/Latin American Cultural Center (PRLACC), one of the five cultural centers on campus, reports to the Division of Student Affairs. The mission of PRLACC is to improve the status of Latinos and to promote awareness, understanding, and appreciation of the richness and diversity of Latinos and Latin American cultures. PRLACC supports the University’s mission by providing services and leadership opportunities, fostering connections, and educating everyone about Latino issues.

The PRLACC office staff consists of a Director, Assistant Director, Graduate student and 15-20 undergraduate students.

Job Responsibilities

• Assists the Director(s) with the development and implementation of educational, cultural, and social programs to serve the UConn community.

• Assists with all aspects of METAS, a peer mentoring program, including supervision of METAS undergraduate student coordinators.

• Serves as a teaching assistant for UNIV 1820 Conectate with METAS for mentees in the program.

• Coordinates the Latino/a Organization Council (LOC) monthly meetings and events.

• Provides leadership for Homecoming related activities.

• Works cooperatively and collaboratively with other PRLACC staff; collaborate with other UConn cultural centers and other UConn departments/units and friends from the community.

• Researches Latino issues and prepare reports of findings, as needed.

• Serves as a resource person for PRLACC visitors, guest lectures in FYE classes and other speaking opportunities.

• Other duties to be assigned by the Director(s), in addition to assisting with general office task.

Qualifications

Required

• Demonstrate experience with academic, social, and/or cultural programming.

• Excellent written and oral communication skills.
- Excellent interpersonal skills and willingness to work with students from different ethnic, social, and economic backgrounds.
- Comfortable and grounded in one’s own cultural identity.
- Good with multi-tasking, social media, and computer literate in Microsoft Office.

*Preferred*
- Knowledge of issues facing Latinos in higher education.
- Proficient/Fluent in Spanish and/or Portuguese.

This assistantship is a half-time assistantship, 20 hours per week, on a 9-month appointment with the possibility of summer employment. There will be some evening and weekend work hours required. This is a two-year assistantship pending a satisfactory performance after the first year. This position reports to the Director.