University of Connecticut
Asian American Cultural Center
Graduate Assistantship

The Asian American Cultural Center (AsACC), one of five cultural centers on campus, reports to the Office for Diversity and Inclusion (ODI). The AsACC is a resource center for students, faculty, staff, and community members. Its programming focuses on the historical, cultural, political and economic aspects of the Asian American community and provides a supportive environment for students that encourages academic and personal development, cultural pride, coalition building, and leadership.

The AsACC office staff consists of a Director, Assistant Director, Associate Director for Programming, one graduate student and 30-35 undergraduate students.

**Job responsibilities:**
- Assist in the coordination of all facets of the Asian/Asian American Mentoring Program (AMP) such as but not limited to:
  - Assist in supervising the AMP undergraduate student coordinators.
  - Training/recruitment of mentors and participants
  - Planning, organizing, and coordination of activities/events hosted throughout the year
  - Planning, developing and assist as a facilitator in a newly developed mentee class
- Assist in the development of surveys to obtain feedback, analyze results and make recommendations to improve/enhance future events or existing programs.
- Research Asian American topics as needed.
- Attend and fully participate in staff meetings and retreats.
- Provide student staff trainings to help develop professionalism and soft skills.
- Collaborate and cooperate with the other four Cultural Centers, the Native American Cultural Programs (NACP), Middle Eastern Cultural Programs (MECP) and other university schools, divisions, departments, centers and the community at large for programmatic initiatives.
- Guest lecture in FYE classes and other speaking opportunities on issues related to the Asian American community.
- Assist with the cultural center’s public relations outreach through our various social media outlets such as Facebook, Instagram, and Twitter.
- Other duties to be assigned by the Associate Director, in addition to assisting with general office tasks.

**Qualifications:**
- Comfortable and grounded in one’s own cultural identity.
- Program planning, development, implementation, and coordination.
- Excellent oral and written communication skills.
- Excellent interpersonal skills and interest in working with underrepresented students of color in issues of cultural identity, race, socio-economic disparities and other matters.
- Proficiency with multitasking and ability to work under pressure and independently.
- Great organizational skills while exercising initiative and sound judgment within established guidelines.
- Computer literate in Microsoft Office and social media outlets.

This assistantship is a full-time assistantship, 20 hours per week, on a 9-month appointment. This is a two-year assistantship pending a satisfactory performance after the first year.

HR: RA