GRADUATE STUDENT PROGRAM COORDINATOR  
(GRADUATE ASSISTANT)  
JOB DESCRIPTION

The H. Fred Simons African American Cultural Center (AACC), one of the five cultural centers on campus, reports to the Office for Diversity and Inclusion. The mission of AACC is to improve the status of African Americans/Black students and to promote awareness, understanding, and appreciation of the richness and diversity of African American and African Diaspora cultures. AACC supports the University’s mission by providing services and leadership opportunities, fostering connections, and educating everyone about African American and Black issues.

The AACC office staff consists of a Director, Associate/Assistant Director, Program Specialist, Graduate student(s), and undergraduate student-staff.

Job Responsibilities

- Assists the Director(s) with the development and implementation of educational, cultural, and social programs to serve the UConn community.
- Assist the Director(s) with the development and/or reimplementation of AACC Community Outreach programs (such as the Leadership Conference, Journey House, and Amistad Academy)
- Supervise student coordinators of BLACC (Black Leadership and Community Cultivation) peer mentoring program, and the AACC Student Association Advisory Board.
- Provides programmatic support to BLACC and the AACC student staff.
- Reviews and processes center’s communications:
  - Facilities reservations.
  - Coordinates outreach & communication efforts: Events calendar, Daily Digest submissions. Weekly News & Announcements.
  - Website, Instagram, Facebook
- Serves as a resource for AACC visitors and represents AACC as a guest lecturer in FYE classes and other speaking opportunities.
- Works cooperatively and collaboratively with other AACC staff; collaborates with other UConn cultural centers, departments/units, and friends from the community.
- Other duties as assigned by the Director(s), in addition to assisting with general office tasks.

Qualifications

Required

- Ability to supervise, support and guide undergraduate students
- Able to work effectively independently and in teams.
- Demonstrated experience with academic, social, and/or cultural programming.
- Experience working with or direct involvement with student organizations.
- Able to manage conflict(s) and facilitate difficult conversations to a resolution.
- Excellent written and oral communication skills.
- Excellent interpersonal skills and willingness to work with students from diverse ethnic, social, and economic backgrounds.
- Good with multi-tasking, social media, and computer literate in Microsoft Office.
Preferred

- Knowledge of issues facing the African American/Black community in higher education.