

University of Connecticut

H. Fred Simons African American Cultural Center

Higher Education & Student Affairs (HESA) Graduate Assistantship

The mission of the H. Fred Simons African American Cultural Center (AACC) is to promote cultural preservation, quality leadership, and academic excellence through a unique approach to cultural advocacy, academic support, and community outreach.

The goals of the H. Fred Simons African American Cultural Center are:

- To promote cultural preservation through the promotion of cultural awareness and an understanding of the traditions and history of African Americans in the United States and people of African descent
- To provide a supportive and welcoming environment to students, faculty, and staff
- To promote an understanding and a respect for diversity, multiculturalism and equity issues
- To promote programming events and activities for cultural enrichment of all students, faculty and staff
- To assist students in navigating the resources of the University by serving as a liaison to academic support services and opportunities
- To enhance and support the efforts of the University of Connecticut Office of Admissions, the Office of Enrollment Management and other UConn departments in the recruitment and retention of students of the African diaspora.

The AACC staff consists of a Center Director, a Cultural Center Assistant, and student workers.

Job Description

- Assists the Center Director with the development and implementation of educational, cultural, social, and leadership programs designed to serve the UConn community.
- Assists with all aspects of the peer mentoring class (UNIV 1820/UNIV 2230), Preparing African American Students to Sustain Success (PA²SS) program/class, including supervision of the undergraduate student mentors.
- Serves as a teaching assistant for UNIV 1820/UNIV 2230, Preparing African American Students to Sustain Success (PA²SS).

- Works with the AACC Center Director to organize monthly meetings of the African American Cultural Center Advisory Board.
- Serves as a graduate representative to the AACC Advisory Board.
- Serves as a resource for assessment, evaluation, and research initiatives of the H. Fred Simons African American Cultural Center and issues of the African diaspora.
- Will work collaboratively and cooperatively with the five UConn Cultural centers and other UConn schools, divisions, departments, centers and the community at large.
- Serves as a resource for outreach initiatives of the AACC to UConn and to the community.
- Will assist as needed with general office tasks.
- Other duties to be assigned by the Center Director.

Qualifications

- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Interest in working with underrepresented students of color in issues of cultural identity, race, socio-economic disparities and other matters.
- Highly energetic, personable, and enjoys working with students, faculty, and staff.
- Demonstrated proficiency with Microsoft Office and social media.
- Proficiency with multitasking.
- Great organizational skills.

The HESA Graduate Assistantship is a half-time assistantship, 20 hours per week, with a 10-month appointment with the possibility of summer employment. Some evening and weekend work hours are required. The HESA Graduate Assistantship is a two-year assistantship pending a satisfactory performance evaluation upon completion of the first year of the HESA Graduate Assistantship appointment.