

**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 Division of Student Affairs. 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, graduate student and 30-35 undergraduate students.

Job responsibilities:

- Serves as the teaching assistant for AASI 3998: The Asian American Experience, the mandatory class for student mentors admitted to the Asiantation Mentoring Program (AMP).
- Serves as the teaching assistant for INTD 1820 Balancing Two Worlds: Asian Americans in College, a first year experience class.
- Supervises the AMP undergraduate student coordinators.
- Coordinates the cultural center's book club, sIAAm! (sampling literature by Asian Americans!).
- Coordinates the Pan Asian Council (PAC) monthly meetings and events.
- Serves on the center's Advisory Board as the graduate student representative.
- Assists in the development of assessment tools for existing programs.
- Researches Asian American topics as needed.
- Assists with the cultural center's public relations outreach.
- Guest lectures in FYE classes and other speaking opportunities on issues related to the Asian American community.
- Other duties to be assigned by the Director, in addition to assisting with general office tasks.

Qualifications:

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

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.

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