GRADUATE ASSISTANT JOB DESCRIPTION

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

The PRLACC office staff consists of a Director, Assistant Director, Program Specialist (temporary position), Graduate student, and 20 - 25 undergraduate student-staff.

Job Responsibilities

- Hires and supervises the student-staff at the center, including:
  - Recruiting and hiring of new/returning student staff
  - Supervising new and returning student staff
  - Evaluating student staff’s work performance
  - Planning and leading all student staff retreats (fall and semester)
  - Training new student staff
  - Implementing professional development opportunities for student staff
- Assists the Director(s) with the development and implementation of educational, cultural, and social programs to serve the UConn community.
- Provides programmatic support to both METAS (Mentoring, Educating, and Transforming to Achieve Success) peer mentoring program and to the LxSLC (Latinx Student Leadership Council).
- 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 PRLACC visitors and represent PRLACC as a guest lecturer in FYE classes and other speaking opportunities.
- Works cooperatively and collaboratively with other PRLACC staff; collaborates with other UConn cultural centers, UConn 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**

- Demonstrate experience with supervision of others and working in teams.
- Demonstrate experience with academic, social, and/or cultural programming.

“HR: TA”
- Demonstrate active involvement in working with student organizations.
- Comfortable to manage conflict(s).
- Excellent written and oral communication skills.
- Excellent interpersonal skills and willingness to work with students from diverse 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 Latinxs in higher education.
- Proficient/Fluent in Spanish and/or Portuguese.

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