

**University of Connecticut  
Asian American Cultural Center  
Graduate Assistantship**



**The Asian American Cultural Center (AsACC)**, one of six cultural centers on campus, reports to the Division of Academic Affairs under the leadership of the Vice Provost for Undergraduate Student Success. 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, two graduate students 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.
- Co-Coordinate AsACC's Asian Nite; a talent show by Asian/Asian American students for the community.
- 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 five Cultural Centers, the 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 Listservs.
- 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. There is also possible part-time summer work.

HR: RA