



Graduate Assistant Position Description

Graduate Assistant at the H. Fred Simons African American Cultural Center (AACC) University of Connecticut, Storrs (UConn)

Position Type: Graduate Assistant (20 hours per week)

Position Overview:

The H. Fred Simons African American Cultural Center (AACC) at the University of Connecticut is seeking a highly motivated and dynamic graduate student to serve as a Graduate Assistant (GA). The successful candidate will support the mission and initiatives of the AACC in fostering a supportive and inclusive environment for our Black, African, Caribbean, and other students of African descent. The GA will work closely with AACC professional staff to coordinate programs, engage with students, and contribute to the cultural and educational initiatives of the center.

Mission of the AACC:

The mission of the AACC is to promote cultural preservation, quality leadership, and academic excellence through a unique approach to cultural advocacy, academic support, and community outreach. This mission was developed upon the founding of the AACC and has remained steadfast over the years. It affirms the long-term commitment to the academic and cultural development of African American, African, Caribbean, and other students of African descent, as well as the broader university community. The AACC and the University of Connecticut mutually express a long-term commitment to providing an academic environment where the fullest personal growth and development of students may be accomplished. Supporting diversity is a core institutional value of the University of Connecticut, and as the needs of our students evolve, the AACC's goals for providing high-quality services and resources are continuously adjusted to meet those needs.

Primary Responsibilities:

1. Program Support & Coordination:

- Assist in the planning, development, and execution of cultural, educational, and social programs, events, and activities that promote African American, African, and Caribbean cultures, histories, and identities.
- Help with logistics for programs, including event promotion, registration, and on-site coordination.
- Assist in the preparation of materials, presentations, and resources for programs.

2. Student Engagement:

- Facilitate student engagement by developing outreach strategies and building relationships with undergraduate and graduate students from African American, African, Caribbean, and other African diasporic backgrounds.

- Support student-led organizations and initiatives related to African American, African, and Caribbean cultures and identities.
- Provide mentorship and support to students in academic and social aspects of their university life.

3. Administrative Support:

- Assist with maintaining the AACC's social media presence by creating content, updating posts, and monitoring engagement.
- Help with the maintenance of office records, databases, and event evaluations.
- Provide administrative support as needed for the day-to-day operations of the AACC.

4. Collaborative Initiatives:

- Collaborate with faculty, staff, and other departments across the university to enhance the visibility and impact of AACC's mission.
- Assist in fostering connections between AACC and other cultural, academic, and student affairs groups.

5. Research & Resource Development:

- Assist in gathering and organizing resources on African American, African, Caribbean, and diasporic histories, cultures, and social justice issues.
- Help with the development of resource materials and educational content for students and the larger UConn community.

6. Professional Development:

- Attend AACC staff meetings and participate in ongoing training and development opportunities.
- Stay updated on trends and best practices in diversity, equity, and inclusion within higher education.

Required Qualifications:

- Enrollment in a graduate program at the University of Connecticut.
- Strong interest in African American, African, Caribbean cultures, histories, and social justice.
- Excellent interpersonal and communication skills, with the ability to interact effectively with students, faculty, and staff.
- Strong organizational and time-management skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint) and social media platforms.

Preferred Qualifications:

- Prior experience in program coordination, student services, or working with diverse student populations.
- Familiarity with UConn's resources and support systems for students.
- Experience with graphic design, photography, or video editing is a plus.

Compensation:

This position is a 20-hour per week graduate assistantship. Compensation will include stipend consistent with the UCONN Graduate Employment Union determined by UConn policies.