Asian American Resource Center: Northern Illinois University holds the distinction of establishing the first stand-alone Asian American Center within the northern Illinois region. The Asian American Center assists with the recruitment and retention of Asian American students, provides a central location for students and student organizations to meet, provides programs and services to meet the needs of Asian American students, including cultural, educational, and social programs to enhance cultural awareness about Asian Americans.

Department Mission: The Asian American Resource Center creates an inclusive environment where Asian American students cultivate a strong sense of community at NIU and where campus and community partners collaborate to raise awareness about the rich cultural heritage of Asian Americans. We strive to enhance the quality of college life for Asian American students as they reach their academic goals by providing student-centered service, student learning opportunities, leadership development, student organizational advisement, and educational-cultural programs.

Student Affairs & Enrollment Management Mission: In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs creates student learning opportunities beyond the classroom that inspire intellectual, personal, and civic growth for leadership in a diverse and complex world.

The Position: This full-time (20-hour) Graduate Assistantship will report to the Director of the Asian American Center and will be responsible for the implementation of cultural education programming for the center, including the “OHANA!” Peer Mentor Program, INSIGHT You-tube series, Asian American Heritage Month. Additionally, this position will work collaboratively with various campus departments and Asian American student organizations.

Responsibilities: Burkard et al. (2006) developed the following list of expected competencies for entry level positions in student affairs.

Position Title: Cultural Education
Location: Asian American Center
Supervisor: Director
Employment Period: June 1-May 15
Hours Required: 20 hours per week; Tuesday nights 4:00p.m.-7:00p.m.; some nights and occasional weekend.
Compensation: $1000/month, plus tuition waiver
Academic Credit: Earning academic credit is an option; student will need to work this out with his/her advisor. A transcript notation designating this experience as an internship is also available through Career Services.
Primary Responsibilities:

1. **Leadership**: Develop and implement cultural education programs and conduct outreach with Asian and Asian American student organizations. Responsible for assisting with OHANA Nights, INSIGHT Series, Asian American Heritage Month planning, and other cultural events with campus departments and student organizations. Includes program development, implementation, establishing program outcomes, and evaluation of outcomes.

2. **Administration**: Establish familiarity with the process of developing programs and workshops on campus, to include understanding of space reservation and equipment policies, marketing policies, and budgetary procedures. GA will assist with office coverage.

3. **Programming**: Plan and implement cultural education programs, utilizing relevant YouTube videos, speakers/staff, student leaders, and diversity centers. Programming needs to reflect intersections of student identity and align with Asian American Center’s mission and goals.

4. **Supervision**: Co-supervise student staff working on various projects relating to leadership, cultural education, Asian American Heritage Month, and other departmental events.

5. **Communication**: The successful candidate needs to effectively communicate weekly updates and progress with event planning/activities. The GA will be required to establish liaison relationships with student organizations and appropriate partner offices to facilitate programming and outreach.

6. **Team Work**: Intern will be required to participate in weekly staff meetings, NIU Open Houses, and departmental activities when applicable, such as Asian American Welcome Night, Asian American Heritage Month, and Alumni Banquet. Intern will also need to establish close working relationships with staff and/or interns dealing with the marketing and website.

7. **Diversity & Inclusion**: Intern will be working with Asian American student leaders and expected to enhance cultural/diversity competencies to promote an inclusive environment for all regardless of race, color, religion, sexual orientation, gender, disability, and non-traditional status (including veterans).

8. **Para-professional Development**: Student will participate in para-professional training; develop and submit a manual outlining his/her work responsibilities for his/her successor, as well as a work portfolio.

9. **Other Duties as Assigned.**

Qualifications/Requirements

Candidate must be a full-time NIU student; must be available Tuesday Nights 4:00 p.m.-7:00 p.m.; ability to work evenings and weekends, when necessary. Candidate must have experience with planning and implementing events; experience working with student organizations, knowledge of campus resources, and demonstrate cultural competencies working with Asian American college students. Candidate must demonstrate evidence of leadership and communication skills; sensitivity and ability to work with diverse populations; and the ability to develop and maintain effective relationships. Preference given to Graduate Student enrolled in NIU’s CAHE program.
**Hours:** 20 hours per week. Working hours will include some evening work and occasional weekend.

**Expectations:**

1. Be prompt and ready to begin shift on time.
2. Attend trainings and staff meetings;
3. Approval to change shift, including days off, need to be submitted and approved in advance. (To fulfill the 20/week contract, any hours missed need to be made up within the week; may not work more than 8 hours in any one day).
4. Follow-through with responsibilities.
5. Consistently maintain confidentiality.
6. Consistently maintain professional manner and dress code.
7. Provide exemplary customer service for each visitor to the center.
8. Successfully transfer phone calls to appropriate person(s).
9. Assist visitor(s) even if we do not provide the service they are asking for (ie calling another office; transfer to another office; look up phone numbers, etc).
10. Be a team player: (if your work load is light or if you are finished with a project, ask if there is something else you can do; pitch in to help other staff members).
11. Take the initiative: if you see something out of place or something that needs to be done, take the initiative to do it.

**Benefits:** This is a great opportunity for students to gain experience planning and implementing cultural education programs. This assistantship may also qualify for independent study credit. The director/supervisor of the Asian American Center would also be willing to serve as a potential reference. In addition, this opportunity may enable students to develop a portfolio.

**Training and supervision:** Training provided will include an overview of the office, its mission, core values, and function. On the job training will also be provided. GA will be directly supervised by the director and work collaboratively with other GA’s and interns. Additional training may need to be discussed as needed, particularly if it concerns training not currently provided by the department.

**Logistics:** GA will share office space with other employees. If GA has own laptop this can be helpful.

**Compensation:** $1000/month, plus tuition waiver.