Graduate Assistant, Peer Mentor Program & OHANA Nights
Asian American Resource Center
Northern Illinois University

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 the Peer Mentor Program and OHANA Nights. 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

- Implementation: Develop and implement cultural, educational, and social programming for OHANA Nights; including the implementation of the Peer Mentor Program which supports the successful transition of incoming students to NIU.
- Technology: Utilize Excel Academics and engage mentors & protégés in this online program; become familiar with MAP works to assist in the retention of first year students; assist with engage students with social media.
- Recruitment: Recruit members for Peer Mentor Program (protégés during Summer Orientation, NIU Open Houses, Transfer Days; mentors, during the academic year).
- Program Planning: Provide relevant programming that will enhance awareness and support Asian American culture and heritage on campus.
- Collaboration: Actively develop collaborative relationships and conduct outreach efforts with Asian American student organizations to foster community building and an inclusive environment. Serve on University committees as appropriate. Work with the Director on special projects and perform other duties as assigned. Flexibility, critical thinking, and creativity will be actively used.
- Leadership: Provide leadership for coordinating relevant programming throughout the academic year, for the Peer Mentor Program and “OHANA” Actively represent the Asian American Center and role model positive actions that reflect the division’s core values. Achieve excellent standards for programs and services that can be shared as “best practices” among Asian American Centers in the field of Student Affairs.
• **Training:** Coordinate the Peer Mentor Training Program to enhance student learning opportunities and inspire program participants.

• **Assessment/Evaluation:** Coordinate and implement assessment and evaluation for the cultural educational, social programming, including the “OHANA!” Nights and Peer Mentor Program to measure student learning outcomes and program effectiveness. Utilize current assessment tools, including training workshop evaluations, journal reflections, and year-end comprehensive surveys; may include presentation of results and benchmark research to develop new tools.

• **Financial Management:** Assist with projection, management, and monitoring of the budget designated for programming.

• **Teamwork/Building:** Serve as a team player and actively assist the department to appropriately promote the center’s programs, and services. Recruit protégés for the Peer mentor Program at Summer Orientation, June 2013-August 2012

**Requirements:**

- Admitted to NIU’s graduate school and enrolled full-time in a graduate course of study;
- Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education, but those pursuing in a closely related field or discipline at Northern Illinois University will be considered;
- Successful candidate must have relevant experience and understanding of working with Asian American population;
- Basic understanding of university and office operating procedures;
- Preference to candidates who have experience with student organizations and has related cultural experience working with Asian American students.

**Qualifications:**

- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds, including Asian American students.
- Excellent written and oral communication skills.
- Excellent organizational skills and initiative.
- Demonstrated leadership ability.
- Computer proficiency; preference may be given to candidates who also have experience with Adobe Photoshop and Adobe Premier.

**Salary/Compensation** for a 12 month, 20 hours per week position include:

- **Start Date:** (start date) June 1, 2016
- **Salary:** $1000 per month
- **Housing in residence hall:** no
- **Meal Plan:** no
- **Tuition:** Full tuition waiver (excluding student fees, any off campus fees, and the cost of books)
- **Other Benefits:** Opportunity to work in a diverse environment; professional development opportunities.

**Contact Information:**

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(Students eligible for work-study are encouraged to apply)