Type of Appointment: Internship

Application Deadline: Email your resume, cover letter and application form to GAsearchCM-Ass@umass.edu by April 30, 2016 for priority consideration. Applications will be accepted until position is filled.

Job Description (No Clerical duties permitted):
The Graduate Assistant/Intern, as Supervisor/Mentor for Yuri Kochiyama Cultural Center, will work with the Associate Director for Cultural Enrichment within the Center for Multicultural Advancement and Student Success (CMASS) to design and implement culturally relevant and intentional learning strategies for cultural programming for Asian, Pacific Islander, South Asian, Mid-east Diaspora students. Provide on-site project management, student staff supervision, personal cultural support, appropriate referrals to resources, and opportunities to engage students in developing and hosting social and co-curricular educational events. This internship offers opportunities to critically apply theories of student cultural development and socialization and gain practical experience in project management and event production. Reappointment is dependent on department need, performance evaluation, experience, academic standing, and funding.

B. Required Duties:
1. Attend paid CMASS-Cultural Enrichment Graduate Assistant Orientations in late August.
2. Attend paid Student Affairs and Campus Life (SACL) graduate assistant training August 29 and 30, 2016.
3. Supervise student staff in the day to day operations of the cultural center.
4. Coordinate student work schedule; hold weekly student staff meetings.
5. Mentor student staff event planning to showcase Asian, Pacific Islander and South Asian, Mid-East Diaspora cultures and the Asian American, Pacific Islander, Desi American (AAPIDA) Heritage Month.
6. Mentor student staff in intra-cultural and cross cultural relationship building, and public speaking skills.
7. Enhance intercultural partnership by hosting monthly relative registered student organization (RSO) collaborative meetings; and co-sponsoring 1 to 2 programs with other cultural centers.
9. Meet once a week during the day for 30-60 minutes with your supervisor at CMASS to provide updates and needs of the cultural center staff and space.
10. Contribute to CMASS unit progress by attending 1 to 2 CMASS unit-sponsored events each semester.
11. Host cultural center open house in September from 6-7 p.m.

Experience Required:
1. Graduate student in good standing enrolled in a related degree program; (Asian/Asian American/Pacific Islands/South Asian and Middle Eastern Studies, Asian Studies, Sociology, or Social Justice Education programs preferred).
2. Significant understanding of issues faced by minority student population in a higher education setting and identity issues of students; ability to address these issues; and knowledge of additional resources for students on campus.
3. Experience planning both small and large-scale events and facilitating meetings.
4. Excellent oral and written communication skills and public speaking skills.
5. Competence with Microsoft Office (Word, Excel, PowerPoint, Access) computer applications and online social networking sites.
6. Ability to work evenings and some weekends.

Preferred Qualifications
Experience working with diverse Asian, Pacific Islands, South Asian, Desi, and Mid-Eastern American populations preferred.

Additional Information:

Dates of Appointment: From 08/28/16 To 05/27/17

Hours/Wk  10       Stipend $ 24.38

How to Apply: Call ☐ In Person ☐ Submit Resume ☑

Dept. Name : CMASS    Contact Person: Colette Nadeau, Personnel Coordinator

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