

**Title: Cultural Center Programming Assistant**  
**Agency:** Center for Multicultural Advancement and Student Success  
**Supervisor:** Ciara Rodriguez, Program Coordinator for Cultural Centers

The Cultural Center Programming Assistant works under the supervision of the Program Coordinator, with dotted lines to the Associate Director for Student Development and Director of CMASS to design and facilitate culturally enriching programs, assist with daily operations, and network with faculty, staff, students, and community leaders while promoting and upholding the dignity and reputation of the cultural centers. This position offers opportunities to apply knowledge of cultural wealth and gain practical experience in project management, event production and evaluation.

This position will be eligible for intent to return each semester upon review of academic standing, professional performance evaluation, and funding availability. Work-study is preferred but not needed to apply. Hours range from 8-10 hrs/weekly and 2-3 weekends per semester.

### **Job Requirements**

1. Must be and remain a full time, registered UMASS Amherst undergraduate student in good standing enrolled in a degree program. Minimum gpa of overall and semester of a 2.0.
2. Attend required Fall and Spring staff trainings. Training dates to be determined.
3. Extracurricular activities on campus and other employment or office positions may not exceed 10hrs a week and must not interfere with job responsibilities.
4. Able to work 10-hours a week between 1-9pm on weekdays, and 2-3 weekends per semester minimally.
5. Attend and engage in bi-weekly cultural center staff meetings and monthly all cultural staff meetings.
6. Excellent oral and written communication skills.
7. Competence with Microsoft Office 365 (Outlook), i.e. Power point, and Excel.

### **Required Duties:**

Cultural Center Programming Assistant will be assigned to one of the four Cultural Centers: Josephine White Eagle, Latinx, Malcolm X, and Yuri Kochiyama Cultural Center. Depending on job knowledge, experience and interests, each Cultural Center Programming Assistant is assigned projects that will allow them to develop personally and professionally.

1. Follow office procedures; answer calls/emails, greet visitors, update several databases and calendars.
2. Assist in maintaining an inclusive and welcoming environment for guests and event participants.
3. Enter programs into Campus Pulse and assist with reviewing requests for space.
4. Assist with the planning, implementation, and evaluation of programming including signature events.
5. Collaborate with other campus departments and RSOs for co-programming.
6. Create marketing for events, via Canva and other advertising tools (training will be provided).
7. Present and attend recruitment fairs such as Accepted Students Day, and New Student Orientation.

8. Promote and solicit cultural center events using social media and other communication platforms to boost attendance.
9. Provide support for on-site events and enforce use of space policy.
10. Other duties as assigned.

**Application materials for submission:**

1. Resume
2. List courses completed in Afro-Am, CLACLS, Native and Indigenous studies, Asian American studies or intergroup dialogue.
3. Cover Letter
4. Contact information for 2 references

Email application materials to [CMASS@UMASS.EDU](mailto:CMASS@UMASS.EDU). Please enter in subject line the name of the position you are applying for.

**DEADLINE: June 30<sup>th</sup>, 2021**