

TITLE: Cultural Center Programming Assistant Position

AGENCY: Center for Multicultural Advancement and Student Success

**General: Cultural Center Programming Assistant: 10 hour Undergraduate Position \*work study eligible\***

The CMASS Cultural Centers continue a long history of providing programs that celebrate cultural traditions, understanding of own/other's multifaceted identities, nurturing and welcoming spaces for studying as well as resource referral to support student success.

The Cultural Center Programming Assistant will work with the Program Coordinator and Associate Director for Student Development to design and implement culturally relevant and intentional learning strategies for cultural programming for diverse student populations. The Cultural Center Programming Assistant will uphold the mission of CMASS and the cultural centers, are responsible for the daily operations, and for designing and facilitating culturally enriching programs. This position offers opportunities to: critically apply theories of student development, cultural wealth, and socialization, while gaining practical experience in project management and event production.

Cultural Center Programming Assistants will be assigned to one of the four Cultural Centers: Josephine White Eagle, Latinx, Malcolm X, and Yuri Kochiyama Cultural Center.

These positions are student leadership development opportunities for the current semester contingent upon academic and professional employee performance and funding availability. The Cultural Center Programming Assistants will be eligible for intent to return by semester, if employee performance and academic gpa is in good standing. Intent to return forms will be distributed at the end of each academic semester, and will only be approved after a satisfactory performance evaluation. Please note that work hours will be assigned based on work study award.

### **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. Present and attend recruitment fairs such as Accepted Students Day, and New Student Orientation.
4. Extracurricular activities on campus and other employment or office positions may not exceed 10hrs a week and must not interfere with job responsibilities.
5. Able to work 10-hours a week between 1-9pm on weekdays and 2-3 weekends per semester minimally.
6. Attend and engage in bi-weekly cultural center staff meetings and monthly all cultural staff meetings.
7. Excellent oral and written communication skills.
8. Competence with Microsoft Office 365 (Outlook), i.e. Power point, and Excel.

### **Preferred Qualifications**

1. Knowledge of social justice and diversity education.
2. Enrolled or have taken courses in multiculturalism, or cultural certificate programs.
3. Strong Social Media marketing skills.
4. Have basic knowledge of office procedures including data entry, word processing, email, and phone etiquette.
5. Able to create innovative academically sound events the reflect student body campus needs.
6. Good organizational and time management skills, able to work on multiple projects as a time, including maintaining personal and academic priorities.
7. Attention to detail and thoroughness with respect to paperwork and projects.

8. Flexibility: display willingness and ability to change plans as the situation demands.
9. Initiative: strive to find solutions and improvements to existing systems and procedures.
10. Positive attitude
11. Experience working with diverse groups and populations in a college/university environment.

## **Job Responsibilities**

Cultural Center Programming Assistant fulfills a variety of responsibilities, from clerical assistance to event coordination. Depending on job knowledge, experience, and interests, each Cultural Center Programming Assistant is assigned projects that will allow them to develop personally and professionally. Cultural Center Programming Assistants will also meet and network with faculty, staff, students, and community leaders while promoting and upholding the dignity and reputation of the cultural centers.

Under the guidance of the Program Coordinator, the Cultural Center Programming Assistant will:

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. Assist with the planning, implementation, and evaluation of programming including signature events (heritage programs, welcome events, dialogue series, etc) community building events, leadership development, peer-mentor programs, and campus-wide initiatives and collaborations.
4. Collaborate with other campus departments and RSOs for co-programming.
5. Develop strategic communication methods to publicize events and outreach to the campus community.
6. Will promote and solicit attendance to programs including but not limited to composing written and email correspondence and delivering flyers to other departments.
7. Must attend all events that your assigned cultural center is holding and at least 1 event for each of the other cultural centers
8. Provide support for on-site events and enforce use of space policy.
9. Conduct research for events as needed
10. Attend required student employee staff development meetings/programs
11. Taking digital photographs and videos of events as needed
12. Other Duties as assigned

## **Required Application Submission**

1. Cover Letter
  - a. Explain why you are interested in the position, and outline your skillsets and knowledge. For example classes you have taken in the area of diversity, community service or other civic engagement that relates to the position. Please rank cultural centers in order of preference.
2. Resume
3. References
  - a. Please provide the contact information for three references as an attachment or at the bottom of your resume. At least one your contacts must be a UMASS employee, such as an advisor.