**Graduate Assistant for Asian American and Asian Resource and Cultural Center, Purdue University**

Time Commitment: 20 hours per week

Location: Stewart Center, rm. 162

Supervisor: Director, AAARCC

Appointment period: August 17, 2015-May 07, 2016

The Asian American and Asian Resource and Cultural Center (AAARCC) is the newest addition to the Division of Diversity and Inclusion. We are dedicated to providing resources to the Purdue campus and greater Lafayette community based on cultural education, awareness, and integration. To do this we offer a wide range of events, programs, and engagement opportunities for community members from all backgrounds to ensure our service as a support network and cultural educational resource.

**Primary Responsibilities:**

1. Develop and lead initiatives that contribute to the programmatic mission of the center.
2. Provide guidance, in conjunction with the Director, to Global Leaders Program members (student volunteers) in their projects relating to the center.
3. Identify major issues affecting Asian and Asian Americans and explore how they manifest on Purdue’s campus.
4. Continually research future programmatic, educational, and collaborative opportunities to address identified issues.
5. Actively participate with staff members in the on-going strategic planning process in directing the center towards its goal.
6. Assist staff and student volunteers with constructing and distributing e-newsletter.
7. Attend events/programs related to the AAARCC and Division of Diversity and Inclusion to maintain visibility, as available.
8. Assist Director in programming needs including event coordination, execution, and evaluation.
9. Maintain direct communication with campus partners to effectively provide necessary resources.
10. Work with Director to troubleshoot and refine on-going programs.
11. Other duties as assigned (student may also seek out other opportunities to further their experience).

**General Expectations:**

1. Attend bi-weekly staff meetings to discuss how center is progressing on a daily basis as well as the long term outlook.
2. Meet bi-weekly with Director for progress updates on projects and individual development.
3. Participate in available training sessions/workshops that broaden knowledge of Diversity and Inclusion in higher education.
4. Attendance at some evening and weekend programming is anticipated.
5. Other responsibilities as assigned.

**Preferred Qualifications**

1. Working knowledge of issues facing the Asian and Asian American communities.
2. Demonstrated commitment to advancing diverse inclusion on campus.