



**Asian American Resource  
and Cultural Center**

## Graduate Assistantship for Special Projects at the Asian American Resource and Cultural Center

The Asian American Resource and Cultural Center (AARCC) invites applications for a 50% time Graduate Assistantship (G.A.) for Special Projects for the Summer, Fall, and Spring semesters 2016-2017. The appointment will be for 20 hours per week. Students must meet the criteria outlined in the Policy on the Appointment of Graduate Assistants. To review criteria or for additional general information on UIC graduate assistantships, see: <http://grad.uic.edu/cms/?pid=1000081>. This position provides a monthly stipend and tuition remission. The hired candidate must begin July 16, 2016.

Under the supervision of the AARCC director, the GA will have the following responsibilities including but not limited to:

- leading and coordinating AARCC's signature programmatic events such as: the Asian American Awareness Month (AAAMonth) and its planning committee;
- planning, hosting, and assessing AARCC Lunchbox programs;
- implementing AARCC space survey, analyzing data, and processing reports;
- creating, coordinating, and advising of the AARCC Student Ambassadors;
- coordinating front desk schedule and assisting in the supervision of front desk and center space;
- performing standard clerical duties including but not limited to: answering phone calls, assisting guests, editing website, making copies, etc.
- other duties as assigned.

The ideal candidate will have experience coordinating student activities and workshops and working in an office setting. Applicants should be well-organized, possess strong communication skills, and be able to work effectively with diverse student populations, particularly 1<sup>st</sup> generation college and Asian American students. Preferred academic backgrounds include business, education, psychology, sociology, social work, or a related field. Most hours will need to be in the morning and afternoon, with rare early evening hours. For fullest consideration, please **email** resume and cover letter as attachments by 5pm on Friday, May 27, 2016 to:

Mark Martell, PhD  
Director  
Asian American Resource and Cultural Center  
Email: [mmartell@uic.edu](mailto:mmartell@uic.edu)

For more information on AARCC and its programs and services, please visit: <http://aarcc.uic.edu/>.

*\*Please note that we will not be accepting any resumes dropped off to our office.\**