



APASA Graduate Assistant 2017-2018

APASA's mission is to:

- Promote student success for the diverse East Asian, Southeast Asian, Pacific Islander, and Desi or South Asian American communities on campus
- Increase awareness of the experiences and issues facing the diverse communities represented within APASA
- Provide academic, educational, and cultural programs and resources to engage students to become active citizens in our ever-increasing global society
- Support individual students in realizing their academic, personal, and professional goals

Position Summary

The Graduate Assistant for APASA assists the Director on advocacy and inclusive programming focused on Asian American and Pacific Islander students, staff, faculty, and alumni. The Graduate Assistant will also help cultivate leaders and community through advising our APASA student Board of Directors.

Duties and Responsibilities:

- Co-facilitate the APASA Student Board of Directors Internship program and APASA Club and Greek Councils.
- Plan, coordinate, and implement APASA programs/events and their evaluation.
- Assist with developing partnerships with campus departments in an effort to create a campus culture that is inclusive of all identities.
- Assist with the coordination of APA Studies programming and establishment.
- Assist in fund development including grant research, writing, and reporting.
- Assist with the coordination, design, and implementation of APASA outreach and educational efforts as needed.
- Represent APASA at outreach events as needed.
- Assist with administrative tasks, such as program publicity, listserv management, data base updates, and web page updates, as needed.
- Assist with the development of educational materials (i.e., brochures, pod casts, videos) regarding APA inclusion.
- Attend monthly GA trainings/meetings and weekly staff meetings.
- Coordinate marketing of all APASA and related events through different media including Facebook, Twitter, Instagram, email, flyers, and text messages.
- Other duties as assigned related to issues of APASA, and the functioning of the Dean of Students Office.

Minimum Qualifications:

- Bachelor's degree earned from an accredited institution.
- Enrollment in a University of Arizona graduate program.
- Experience working with students in an educational setting.
- Experience facilitating workshops and/or teaching classes.
- Demonstrated knowledge of the major trends and issues faced by APA college students.
- Strong organizational skills, time management and the ability to work independently.

Preferred Qualifications:

- Experience working with APA higher education students.
- Experience centered on curriculum development.
- Experience training college or university staff or faculty.
- Experience in higher education program/event planning.

Benefits (full details for GA Benefits can be found in the [GA Manual through the Graduate College](#)):

- Tuition Remission (amount dependent on FTE and enrollment)
- Individual Student Health Insurance
- Professional Development Funds
- Bookstore Discount (on select items)
- Family and Medical Leave
- GA Parental Leave
- Deferment Plan

How to Apply: Submit a *cover letter* and a *resume* by **March 31, 2017 at 5:00 pm** to:

Lane Santa Cruz, Coordinator
Asian Pacific American Student Affairs
The University of Arizona
lanesc@email.arizona.edu



THE UNIVERSITY OF ARIZONA

Dean of Students Office