



CORNELL ASIAN &
ASIAN AMERICAN CENTER

GRADUATE INTERN POSITION DESCRIPTION 2017-2018

Our Mission

Founded in 2009, the Asian & Asian American Center (A3C) brings together the rich diversity of Asian and Asian American experiences (including East, South, Southeast Asian, Pacific Islander, bi/multi-racial/ethnic, adoptee, undocumented, etc.) to foster an inclusive Cornell campus community. Our programs focus on advocacy, education, identity and community building. We are located in the Center for Intercultural Dialogue, located at 626 Thurston Avenue.

Position Overview

The Graduate Intern(s) provides student support to the Asian & Asian American Center, including administrative assistance, program coordination, undergraduate student advising, and assisting in leading the Center's team of undergraduate student staff and volunteers. This position reports to the Assistant Director of the Asian & Asian American Center and supported by the Senior Graduate Intern.

Responsibilities:

- Assists with coordination of core Center programming, including ongoing regular programming and major annual events such as welcome receptions, cultural celebrations, Asian Pacific American Heritage Month programming and A3 Graduation;
- Provides oversight, planning, training, and implementation of existing and new peer mentorship programs;
- Assists with supervision and support of undergraduate volunteer interns;
- Supports the Assistant Director and the Director in advising undergraduate pan-Asian student organizations;
- Assists the Center with publicity and outreach, such as our weekly newsletter, website updates, event posters;
- Assists with administrative and logistical tasks relating to the Center's operation (i.e. ordering supplies, room reservations, A3C mailings);
- Plans and implements educational programming for the community;
- Serves as a liaison between the Center and the Society for Asian American Graduate Affairs (SAAGA);
- Greets Center visitors, answers the phone, and provides general office support;
- Represents the Center at campus-wide outreach activities and events;
- Assists with alumni development activities as needed;
- Collaborates with Asian American Studies Program on joint initiatives;
- Other projects as assigned based on professional interests and areas of need.

Qualifications

- Must be a currently registered graduate or professional student at Cornell University (preferably a first-year);
- Must be available for regular weekly hours, full staff meetings and 1:1 meetings with the Assistant Director;
- Must have experience and sensitivity towards working with traditionally under-represented populations, including students from diverse racial/ethnic backgrounds, gender identities, sexual orientations, religious/spiritual beliefs, political identities, differently-abled identities, socioeconomic backgrounds, etc.;
- Must have strong organizational skills;
- Must be self motivated and be able to work independently;
- Must effectively represent the Center by always maintaining a professional manner with office staff, students, faculty, and community members;
- Must be able to maintain confidentiality of sensitive matters pertaining to the center's activities;
- Graphic/web design and social media is a plus!

Skills in & Compensation

- The Graduate Intern(s) works in the Center for 10-12 (ten to twelve) hours per week throughout the academic year. The Center is open during regular 626 Center for Intercultural building hours: Mon-Fri 8:30am-8pm (tentative).
- This position is paid at a rate of \$15.00 per hour.

To Apply

Interested applicants, please submit your resume and cover letter to Vigor Lam, Assistant Director of the Asian & Asian American Center: vigor.lam@cornell.edu, by **Friday, September 8th**, for consideration to be hired for the 2017-2018 academic year. Thank you and we look forward to hearing from you.