

ASIAN PACIFIC AMERICAN STUDENT SERVICES (A/PASS)

POSITION DESCRIPTION

EDUCATION PROGRAM ASSISTANT

Area Description

The Asian/Pacific American Student Services (A/PASS) is an advocacy group that exists to support the matriculation, retention, and graduation of Asian/Pacific American Students at Colorado State University. A/PASS offers students educational and cultural campus-wide programs as well as establishing and supporting interactions between the university and community in order to enhance a campus environment that welcomes all students.

The primary responsibility of the Education Program Assistant is to develop and coordinate various educational programs offered by A/PASS. As the Education Program Assistant, you will be encouraged to attend other multicultural programs sponsored by other campus offices, student organizations, and academic departments. An Education Program Assistant should help guide and support students and other participants learn in a healthy and enjoyable atmosphere. This position represents the A/PASS office on campus and in the city of Fort Collins.

Responsibilities

- 1) Primary Developments:
 - a) Developing The Experience of All (T.E.A.) Time
 - i) T.E.A. Time is a bi-monthly forum discussion where students discuss different topics ranging from homesickness to multi-racial issues along with food, demonstrations, and crafts.
 - b) Facilitating the Participation Awareness Learning Sharing (P.A.L.S.) Program
 - i) The P.A.L.S. Program is an education mentoring program that pairs Asian Pacific Americans (A/PA) college students with A/PA children from the Poudre R-1 school district. This big brother/ big sister program attempts to provide opportunities for mutually beneficial relationships with children ages 5-12.
 - ii) Gatherings are held about twice a month and consist of cultural activities, game, arts and crafts, and more.
 - c) Awareness of the issues of diversity, including the history, culture, and issues facing the Asian/Pacific Islander American community.
 - d) Planning, implementing, and evaluating a variety of programs for students in collaboration with other Colorado State entities, especially with other Advocacy Offices.
 - e) Coordinating and developing marketing for office programs as well as events.
 - f) Producing and organizing other projects, events, and developments as needed.
- 2) Participation and involvement:

- a) Participating in all staff meetings, training sessions and workshops to further enhance staff communication.
 - b) Presenting at staff meetings on topics about diversity as well as updating staff members about the progress and development of your projects.
 - c) Attending staff training, regularly scheduled all staff meetings, and the weekly meeting with the Assistant Director.
 - d) Attend the monthly scheduled one- on-one meeting with the Assistant Director.
 - e) Developing and maintaining a positive and supportive working relationship with the A/PASS staff members.
- 3) Maintaining contact information:
- a) Establishing an open and on-going communication with students and the Fort Collins Community as well as providing them with current information on diversity issues pertaining to the Asian/Pacific Islander Americans.
 - b) Utilizing the internet connection available in the community to increase the student/community interaction by generating an electronic mailing list and also maintaining this connection by checking mailboxes, voice mail, and e-mail on a daily basis.
 - c) Developing a program calendar of events for each semester and distributing notices of events in a timely manner.
 - d) Maintaining a prospective Students List. The list is provided by Admissions on a monthly basis. You will need to send e-mails on a monthly basis to new individuals on the report.
- 4) Miscellaneous duties:
- a) Be knowledgeable of and supportive of University policies and to any policy violation with programs.

Terms of Employment

1. All student employees will need to apply for and acquire a work-study award.
2. Student employees will also need to provide documents needed for employment verification.
3. Students will be required to maintain a cumulative GPA of 2.5 to remain eligible for employment at A/PASS.
4. Employees are required to attend the fall staff training.
5. Employees will need to attend the Spring Staff Retreat which is required for training purposes. Usually, a weekend will be spent away from campus to continue training and team building.
6. Student employees will need to sign up for Academic Achievement. This program gives the Director permission to contact your professors for mid-term progress reports. The information

obtained will remain confidential and will only be shared with you, the Director, Assistant Director, and Administrative Assistant.

7. The Education Program Assistant is a University employee and must conduct themselves in an appropriate and acceptable manner at all times, in line with University policies.

8. The Education Program Assistant requires at least 8 hours of work per week or more depending on the amount of time needed for coordinating and developing programs.

Contract Periods and Renewal

1. Start August 15th –End May 15th
2. Terms of renewal:
 - a. Acceptable performance
 - b. Permission from Director, Assistant Director, and Administration Assistant
4. Vacation times: there is no requirement to work during spring break or fall break

Remuneration

1. Compensation consists of an hourly pay of \$8.00-\$9.00