

ASIAN PACIFIC AMERICAN STUDENT SERVICES (A/PASS)

POSITION DESCRIPTION

LEADERSHIP DEVELOPMENT 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 a Leadership Development assistant is to provide leadership development opportunities for the Colorado State University community and the Fort Collins community. As the Leadership Development assistant, you will be expected to positively represent A/PASS and share all of its resources with the community. This position represents the A/PASS office on campus and in the city of Fort Collins.

Responsibilities

- 1) Primary Developments:
 - a) Coordinating programs such as:
 - Jump Leadership 1
 - An interactive leadership workshop series geared towards first and second year students. This workshop will help build leadership abilities and explore new areas of leadership.
 - Held in the Fall semester
 - Meetings are once a week
 - Jump Leadership 2
 - Held in the Spring semester
 - Meetings are once a week
 - Undergraduate Student Retreat
 - Held for Undergraduate Students at the beginning of the Fall and Spring semesters.
 - An event that provides information to students about Colorado State University, the A/PASS office, and the campus community. There are fun activities, leadership development and food provided.
 - The Fall retreat is held at Estes Park and it will start on Friday evening until Sunday afternoon.
 - Student Officer's Retreat
 - b) Being the liaison to A/PASS affiliated student organizations.

- c) Seek to create collaborative programs with other Colorado State University entities; especially with other Advocacy Offices.
 - d) Evaluating programs and providing an end of the year report.
 - e) Develop, coordinate and manage assigned projects, duties and events as needed.
- 2) Participation and involvement:
- a) Participating in staff meetings, training sessions and workshops to further 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) Developing and maintaining a positive and supportive working relationship with the A/PASS staff members.
 - d) Attend staff training, regularly scheduled all staff meetings, and the weekly meeting with the Director.
 - e) Attend the monthly scheduled one-on-one meeting with the Director.
 - f) As a representative of the A/PASS office, Leadership Development assistants are encouraged to attend other multicultural and leadership programs sponsored by other campus offices, student organizations, and academic departments.
 - g) Attending a panel/class discussion on an as needed basis.
 - h) Mandatory attendance of certain Ram Welcome events, fall-staff training and spring-staff training.
- 3) Maintaining contact information:
- a) Providing students with current information on diversity issues pertaining to the Asian/Pacific Islander Americans.
 - b) Maintaining accurate records and on-going records of student contacts throughout the year.
- 4) Miscellaneous duties:
- a) Be knowledgeable of and supportive of University policies and to any policy violation with programs.
 - b) Serving as a positive role model to students.
 - c) Marketing of programs developed by A/PASS.

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. A Leadership Development Assistant is a University employee and must conduct themselves in an appropriate and acceptable manner at all times, in line with University policies.

8. A Leadership Development Assistant is required to provide 1-2 hours of office support 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