

# **ASIAN PACIFIC AMERICAN STUDENT SERVICES (A/PASS)**

## **POSITION DESCRIPTION**

### **SPECIAL PROJECTS COORDINATOR**

#### **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 Special Projects Coordinator is to work with the Director and Assistant Director to assist with established and new programs. The Special Projects Coordinator will be expected to positively represent A/PASS and sharing 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. Implementation of current and new programs.
  - b. Providing support for other Student Coordinators.
  - c. Serving as a positive role model to students.
  - d. Participate in Asian Fest at the direction of the Director or Assistant Director.
  - e. Develop, coordinate, and manage assigned projects, duties and events as needed.
  
2. Participation and involvement:
  - a. Participating in staff meeting, training sessions and workshops to further staff communication.
  - b. Presenting at staff meeting 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, peer contact meetings and supervisory meetings with Assistant Director.
  - d. Attend the monthly scheduled one-on-one meeting with the Director and Assistant Director.
  - e. Attending peer mentoring workshops offered by Advocacy and/or the University Counseling Center.
  - f. Developing and maintain a positive and supportive working relationship with the A/PASS staff members.
  - g. Attending 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. Maintain the Prospective Students List. The list is provided by Admissions on a monthly basis. You will send e-mails on a monthly basis to new individuals on the report.
  - b. Maintaining accurate 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.

### **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 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 Special Projects Assistant is a University employee and must conduct themselves in an appropriate and acceptable manner at all times, in line with University policies.
9. A Special Projects Assistant is required to provide 5-7 hours of office support per week or more depending on the amount of time needed for coordinating and developing programs.

### **Employment Period**

1. Start August 15<sup>th</sup> –End May 15<sup>th</sup>

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 all breaks or finals week.

**Remuneration**

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