

APASA Graduate Assistant 2023-2024

Send Resume & Cover Letter to Kenny Importante:

kimportante@arizona.edu

Deadline to Apply: May 7th

**Please note an interview may be conducted prior to the deadline*

Job Description: The Graduate Assistant for APASA assists the Director with advocacy and inclusive programming focused on Asian, Pacific Islander, Desi American students, staff, faculty, and alumni. The Graduate Assistant will also help cultivate student leaders and community by advising APASA's student council.

Minimum Qualifications

- An earned Bachelor's degree.
- Enrollment in a University of Arizona graduate program.
- Previous experience working with students in an educational setting.
- Strong organizational skills, time management, and the ability to work independently.

Preferred Qualifications

- Previous experience with APIDA college students.
- Previous experience training college students, staff, and faculty.
- Previous experience in higher education program/event planning.

Benefits

- Tuition Remission (amount dependent on FTE and enrollment)
- Grad Assistant Stipend: \$21,750 (2023-2024 AY)
- Student Health Insurance

Duties & Responsibilities

- Lead educational efforts to address health and wellness on behalf of APASA proactively.
- Manage submissions and send weekly newsletter announcements utilizing APASA listserv.
- Plan, coordinate, and implement APASA programs/events and their evaluations.
 - Monthly Faculty & Staff Fridays
 - Additional educational programs addressing the needs of APIDA students.
 - Leadership Awards (end of the year)
- Assist APASA Coordinator with marketing and communications of all APASA-related events through various platforms including Instagram, email, website updates, and newsletters.
- Assist Coordinator with the advising of over 18 student organizations that make up APASA Student Council / Pan Asian Council.
- Assist Coordinator in the management of APIDA Scholars Living Learn Community with University Housing.
- Assist with the coordination, design, and implementation of APASA outreach and educational efforts as needed.
- Assist with developing partnerships with campus departments in an effort to create a campus culture that is inclusive of all identities.
- Represent APASA at outreach events as needed.
- Other duties as assigned related to APASA issues.

