

ASIAN AMERICAN ACTIVITIES CENTER
STUDENT STAFF EMPLOYMENT APPLICATION
COMMUNICASIANS LAYOUT EDITOR & COMPUTER SERVICES COORDINATOR
Position Start Date: Late April 2008, continuing through 08-09 Academic Year

ASIAN AMERICAN ACTIVITIES CENTER MISSION STATEMENT:

The Asian American Activities Center, or A³C, is a university department under the Vice Provost for Student Affairs and serves as Stanford's primary resource for Asian American student affairs and community development. The A³C contributes to the academic mission of the University through its partnerships and collaborative work with faculty, departments and academic programs. Through its programming and advising, the center contributes to the multicultural education of all students and to the development of leaders able to negotiate an increasingly diverse and complex workplace and global environment.

JOB EXPECTATIONS FOR STUDENT STAFF:

Working at the A³C is a privilege and student staff must make a year-long commitment to their staff responsibilities. We expect all staff to conduct themselves in a professional manner, abide by Stanford's Fundamental Standard, and work with a respectful and courteous attitude at all times. In addition to specific projects outlined in the individual job descriptions, all student staff members are required to:

1. Attend the overnight **A³C Staff retreat in the Fall - Friday & Saturday, October 3-4, 2008**
2. Attend bi-weekly **staff meetings 5:30-6:30pm Mondays** starting April 21st & continuing in Fall '08 on September 29th (excused only in cases of family emergency, illness, or course conflict)
3. Attend and support A³C sponsored events (examples: open houses & receptions for parents weekend, admit weekend, orientation, major cultural events, etc.)

DESIRED QUALIFICATIONS:

We are seeking staff who are not only capable of fulfilling the duties in their job descriptions and working as a team, but who are also committed to utilizing the context of this position to build on their own personal leadership development and professional goals. We are looking for the following qualities in all student staff:

- ability to effectively communicate as a team player
- responsibility and follow through for both big projects and daily tasks
- experience with event planning
- interest in learning new skills & developing leadership potential
- desire to engage diverse constituencies
- ability to work independently and function as a self-starter
- strong desire to outreach to peers and Asian American community on campus
- commitment to the A³C and its mission

POSITIONS AVAILABLE:

CommunicASIANS Layout Editor (1)

Hours per quarter: up to 30

Responsible for laying out the content of CommunicASIANS onto Adobe InDesign files and finding photographs/graphics to accompany the articles. Some knowledge of Adobe InDesign CS3, Adobe Photoshop, strong layout experience, and the ability to manipulate graphics required.

Computer Services Coordinator (1)

Hours per week 2-3

Maintain A³C computer cluster, server and database. Provide on-call technical support, computer training and documentation. Program and develop online forms. Research and coordinate relevant technology upgrades. Be self-directed and have the ability to work well without constant supervision. PC & Mac troubleshooting skills required. Experience with PHP/MySQL preferred. Familiarity with campus infrastructure and technical services.

APPLICATION PROCESS

Monday, April 14th

Weds-Fri April 16-18th

Monday, April 21st

Applications **due no later than 5:00pm**

Interviews (sign up on door when submitting application)

Final decision made & applicants notified.

QUESTIONS? PLEASE CONTACT:

Shelley Tadaki, Assistant Director, Asian American Activities Center stadaki@stanford.edu (650) 723-5390

* Application Form included below

