ASIAN/PACIFIC AMERICAN CULTURAL CENTER (A/PACC)

POSITION DESCRIPTION

LEADERSHIP DEVELOPMENT COORDINATOR

Area Description

The Asian/Pacific American Cultural Center (A/PACC) is an advocacy group that exists to support the matriculation, retention, and graduation of Asian/Pacific American students at Colorado State University. A/PACC 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 Coordinator is to provide leadership development opportunities for the Colorado State University community and the Fort Collins community. As the Leadership Development Coordinator, you will be expected to positively represent A/PACC and share all of its resources with the community. This position represents the A/PACC office on campus and in the city of Fort Collins.

Responsibilities

1) Primary Developments:
   a) Coordinating programs such as:
      ➢ Jump Workshop
         • Organize the programs for students
         • Make connection with students
      ➢ Student Advocate Program
         • Recruit volunteers
         • Organize training materials
         • Market Programs
      ➢ Asian/Pacific American Scholars Program
         • Organize workshops
         • Organize training materials
      ➢ Club KP And KASA
         • Working to reestablish two student organizations
   b) Being the liaison to A/PACC 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/PACC 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/PACC office, Leadership Development Coordinators 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/PACC.

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/PACC.

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 Coordinator is a university employee who must conduct him or herself in an appropriate and acceptable manner at all times, in line with University policies.

8. A Leadership Development Coordinator 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 17th – End May 13th

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