

Associate Director, Asian American Activities Center (A3C)
Stanford University

Job ID: 44466
Job Location: Vice Provost for Student Affairs
Job Category: Student Services
Salary: 3P2
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Stanford University, recognized as one of the most prestigious and innovative academic institutions in the world, has an opening for an Associate Director (AD) of the Asian American Activities Center (“A3C”), a unit of the division of Student Affairs. This is an 11-month full-time, 1 month (July) part-time position with an anticipated start date of January 2012.

This Division, with students as our focus, engages with a range of constituents including faculty, staff, parents, alumni, as well as other groups in the external community. Student Affairs staff act with integrity in pursuit of the highest professional standards, as we educate, serve and learn. These guiding principles, and the overall quality of Stanford’s faculty, students and staff, make it an intensely creative and rewarding place to work.

SUMMARY:

The Associate Director serves as a primary resource person for the Asian American community at Stanford. The AD supports, develops, implements, and evaluates all programs and activities of the center, ensuring that the concerns, needs and growth of members of the Asian American community are met. The AD serves as a liaison and advocate for students and assists students in working within the university structure to accomplish their goals. This position contributes to Stanford University’s culture of diversity and inclusion by assisting in the development and implementation of policies and practices that foster a greater appreciation for the educational, social, cultural and political needs of the Asian American community at Stanford. This is an 11-month full-time, 1 month (July) part-time position with an anticipated start date of January 2012.

JOB DUTIES AND RESPONSIBILITIES

25% Center Operations (25%)

Manage Daily Operations of the Center (25%)

Monitor and reconcile budget statements, prepare budget reports, manage center accounts receivable and payable.

Manage office including equipment inventory and maintenance, developing policies for facilities use and maintenance, supplies and staffing.

Oversee the content and production of marketing materials, including postcard advertisers, flyers and Sourcebook.

Facilitate bi-weekly staff meetings.

25% Leadership Development (25%)

Recruit, hire, train and supervise twenty-plus student staff of the center. Along with center Director, create comprehensive leadership development retreat at the start of the year providing student staff with content knowledge of the Asian American experience and skills training to facilitate effective programming.

Create leadership development curriculum for quarterly Asian Pacific Islander Voluntary Student Organization (VSO) Leaders Retreats. Train and supervise student staff facilitators and trainers. Collaborate with the staff of other departments within Student Affairs to develop leadership skills training workshops for Voluntary Student Organization leaders.

20% Student Advising (20%)

Provide comprehensive organizational advising and support for the nearly 60 Asian American VSOs, assisting with major event planning, resource identification, fundraising, organizational management, conflict resolution and community building.

Provide individual student advising and respond to crises as appropriate. Work with and advise students who may be experiencing emotional or psychological problems, referring them to Counseling and Psychological Services (CAPS) or other campus resources as appropriate.

15% Event Planning (15%)

In collaboration with the Director, students, faculty, community members and alumni, organize high quality events ranging from weekly speakers series to complex programming with university wide impact such as New Student Orientation, the Stanford Asian American Awards program and Asian American Graduation.

15% Division-wide and Campus Partner Collaboration and Advising (15%)

Represent the center at division wide meetings and on various student affairs committees. Serve as a consultant to other university departments regarding diversity recruitment, outreach, and inclusion. Examples include, working with Undergraduate Admissions for recruitment & Admit Weekend, coordinating events with the Freshman Dean's Office for New Student Orientation, assisting the Stanford Alumni Association with outreach to minority alumni, and consulting with other departments as requested.

SKILLS AND QUALIFICATIONS

- Bachelor's degree is required, or an equivalent combination of education and professional experience. Master's degree is highly desirable.

- Minimum of 2-3 years of related student affairs experience required, 3-5 years preferred.

- Extensive knowledge and demonstrated experience in issues confronting Asian American students, cultures and communities.

- Knowledge of student identity development and an understanding of complexities facing students of color, first gen-low income students and students of multiple backgrounds.

- Demonstrated commitment to and experience in addressing issues of diversity and in building community in a complex university and/or community setting.
- Demonstrated experience working with a diverse population of students, faculty and staff, including knowledge of and sensitivity to the undergraduate and graduate experience in a selective, residential university.
- Excellent written and verbal communication skills with the ability to produce high-quality written materials.
- Demonstrated experience conducting leadership training, program assessment, and supervising student staff.
- Strong organizational skills, with experience planning, developing, implementing and evaluating on-going and major programs.
- Strong independent judgment and interpersonal skills including demonstrated ability to problem-solve.
- Experience and demonstrated capacity working both independently and in a team-oriented, collaborative environment;
- Ability to manage time effectively and handle multiple assignments and activities under pressure with frequent interruptions;
- Strong computer skills, including use of Microsoft Office applications and database management software, and facility in using technology in program delivery.

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