

Graduate Project Assistant 2012-2013 for the Asian American Studies Program

Position Description: 33.3 percent graduate student appointment, reporting directly to the Director of Asian American Studies Program. The position requires 13.3 hours per week

For more information about Asian American Studies, please review our website at:
<http://polyglot.lss.wisc.edu/aasp/>

Please send your materials to:
aasp@mailplus.wisc.edu
with the subject line:
Asian Am PA 2012-2013 YOURFULLNAME

Application Process: DEADLINE: May 25, 2012, or until the position is filled.

To apply, please send your resume (with names of references) and a letter discussing the following topics:

- What graduate program are you currently enrolled in now, how many years you have been in the graduate program, and if you are a masters or doctoral level students, and your research area of interest.
- Your interest in this position
- After reading the job description below, please list or describe what experiences and skills you have that would qualify you for this job
- Any software programs you know how to use
- Any experience you have with design of publicity materials (flyers, posters, websites, etc.) (please attach a sample for a flyer for the following event that includes this information):

Maya Superstar
The future of Asian American Studies in Promoting Ethnic Studies
Friday, May 14, 2009
2-4 pm
206 Ingraham Hall
For more information, please contact Lynet Uttal at luttal@wisc.edu

Maya Superstar has been studying the importance of ethnic studies for the undergraduate curriculum at several major universities. She has found that the Asian American Studies courses are especially important to instruct students about a racially comparative understanding of race relations and support children of new Asian immigrants develop a sense of identity.

Description:

The Asian American Studies Program's Graduate Student Project Assistant provides support to the Asian American Studies Program for a variety of general program activities. This MAY include support for the designing of bulletin board displays, videotaping program events, involvement in program sponsored events, mentoring undergraduate organizations in grant writing and organizing events, assisting with various ongoing projects in the Asian American Studies Program, writing reports or articles, and collecting information from other Asian American Studies Program.

Qualifications:

The ideal candidate would possess:

- Knowledge of Asian American Studies or a particular ethnic group in the United States of Asian heritage
- Ability to complete projects in a timely manner
- Ability to follow instructions as well as take initiative to plan out projects
- Ability to work with diverse academic/faculty/staff
- Ability to work independently and collaboratively
- Ability to produce design and graphics for event posters, flyers, bulletin boards.
- Ability to learn databases, word processing programs, web based and web editing applications
- Be available for occasional weekend and evening weekend hours.

Individuals must be enrolled during the fall and spring semesters in graduate level classes and be making satisfactory academic progress.

Please direct any questions about this position to:

Lynet Uttal, Director of Asian American Studies Program at luttal@wisc.edu or Yer Lor at aasp@mailplus.wisc.edu