

**ASIAN AMERICAN ACTIVITIES CENTER  
FRESHMAN INTERN APPLICATION 2008-09**

*The Asian American Activities Center is now accepting applications for **paid** Freshmen Intern positions.  
The primary role of Asian American Activities Center student staff members is to serve in an office assistance role as a representative of the center and assist in building a dynamic Asian American community on campus.*

**To learn more about programs and resources at the center, please visit <http://a3c.stanford.edu>**

**ASIAN AMERICAN ACTIVITIES CENTER MISSION STATEMENT:**

The Asian American Activities Center, or A<sup>3</sup>C, is a university department and serves as Stanford's primary resource for Asian American student affairs and community development. The A<sup>3</sup>C 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.

**FRESHMAN INTERN JOB DESCRIPTION**

The role of Freshman Interns at the Asian American Activities Center is primarily to serve as an ambassador to the freshman class, promoting center programs and activities and encouraging others to participate. Freshmen Interns are also viewed as apprentices to the upperclassmen on staff who each hold specific job functions ranging from program planning to print layout and design. Although it is not guaranteed, we do give priority the following year to Freshmen Interns who want to stay to work at the center in their sophomore year.

Unlike Frosh Intern roles in student organizations, this is a **paid position** and freshmen are given an hourly wage of \$11.80. Interns work 2-3 hours a week in our office, helping with general office maintenance such as answering phones, filing papers, etc. This experience helps in understanding the work flow in our office and also provides a chance to meet the various students who use the center as a resource. Freshmen interns also attend all bi-weekly staff meetings and are expected to meet all of the job expectations listed below.

**JOB EXPECTATIONS FOR ALL STUDENT STAFF:**

Working at the A<sup>3</sup>C is a privilege and student staff should be able to 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 off campus overnight staff retreat leaving campus at **1:00pm on Friday, October 3rd and returning around 9:00pm on Saturday, October 4th.**
2. Attend bi-weekly staff meetings on **Mondays, 5:30-6:30pm** (excused only in cases of family emergency, illness, or course conflict)
3. Meet quarterly with Director or Assistant Director for an evaluation meeting
4. Attend and support A<sup>3</sup>C 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, 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 A<sup>3</sup>C and it's mission

*Please see Application Form on Back*