

# OBERLIN

**POSITION AVAILABLE**

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## ASIAN/PACIFIC AMERICAN COMMUNITY COORDINATOR

The Division of Student Life and Services seeks applications for the position of Asian/Pacific American Community Coordinator in the Multicultural Resource Center. This is a 1.0 FTE, full-time, twelve-month Administrative and Professional Staff position, reporting to the Associate Dean of Students/Director of the Multicultural Resource Center.

**Responsibilities:** The incumbent will have responsibility for assessing and addressing the specific cultural/social/ political needs and concerns of Asian/Pacific American students while also working with other students who belong to historically disenfranchised communities. The other groups include, but are not limited to, the following: Africana, Latino/Latina, Lesbian/Gay/Bisexual/Transgender, Native American, and multi-racial, multi-ethnic communities, as well as first-generation and low-income college students. As a member of the Multicultural Resource Center staff, this Coordinator acts as a link between the Associate Dean/Director and Asian/Pacific American students, as well as between the Multicultural Resource Center and the rest of the College communities. Additional responsibilities include, but are not limited to, the following:

**Essential Job Functions:**

- Identify the social, cultural, educational, and political needs of Asian/Pacific American students, as well as those of other student communities.
- Assist Asian/ Pacific American students to foster a strong sense of self, to strengthen individual communities, and to build coalitions with other communities.
- Assist the Associate Dean of Students/Director in identifying the concerns of Asian/Pacific American students, as well as those of Africana, Latino/Latina, Lesbian/Gay/Bisexual/Transgender, Native American and multi-racial, multi-ethnic communities, as well as first-generation and low-income college students.
- Work as part of a collaborative team that includes the Associate Dean of Students/Director, the Africana Community Coordinator, the Latino/Latina Community Coordinator, and the Lesbian/Gay/Bisexual/ Transgender Community Coordinator.
- Advise and be accessible to individual students and student organizations including holding regular office hours.
- Collaborate on social justice education and trainings.
- Work on the design and distribution of newsletters, brochures, and other publications.
- Maintain records and provide narrative and/or written progress reports as directed, including program assessments/evaluations and budget reports.
- Collaborate with faculty and academic departments and programs to support students.
- Make appropriate referral of students to other administrative offices.
- Initiate and support creative and flexible academic, cultural, and social programming.
- Help to create connections between the Asian/Pacific American community at Oberlin College and the Asian/Pacific American community in the greater Cleveland area.
- Perform related research and duties as needed.

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**AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER**

**Required Qualifications:** B.A. degree; experience demonstrating strong interpersonal and organizational skills; familiarity with Asian/Pacific American issues especially the complexities within/between Asian/Pacific American Communities; and a strong ability to work collaboratively.

**Desired Qualifications:** Familiarity with Asian/Pacific American student concerns; experience with multicultural issues; experience with low-income and first-generation college students; valid driver's license; experience with desktop publishing; and familiarity with the prerequisites and academic demands of a liberal arts college.

**Compensation:** Salary is competitive and commensurate with experience and skills for an entry level administrative position. Benefits include health insurance, 5 meals/ week at select residence halls and tuition remission for up to 5 credit hours in one course per semester.

**To Apply:** Send letter of application, résumé and the names and addresses of at least three references to A/PA Community Coordinator Search, Dean of Students Office, Oberlin College, 135 West Lorain Street, Wilder Hall 105, Oberlin, OH 44074, by March 14, 2008. Applications received after that date may be accepted until the position is filled. The desired start date is July 1st.

January 11, 2008

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