African American Cultural Center Undergraduate AYA Ambassador

**Position:** African American Cultural Center AYA Ambassador

**Hours:** Range from Monday - Friday 9am - 5pm with some nights and weekends.

**Recruitment:** All students are encouraged to apply. Students with work study or who anticipate work study are encouraged to apply and note such in their application materials.

**Applications:** To apply, please complete the [CCC Student Staff Application Form](#)

**Compensation:** Payment is $10 per hour. Increases $0.50 for every year following.

The NC State University African American Cultural Center is a part of the Office for Institutional Equity and Diversity (OIED) and located in Witherspoon Student Center (2nd and 3rd floors). The African American Cultural Center directly serves all students at NC State while also serving as a resource, connection, and partner for faculty and staff at the institution. We take an intersectional approach to serving the campus community. Our practices are social constructivist in nature and rooted in social justice education and trauma-informed care.

The AACC is in an exciting transformative growth space and a hub for Black and Afro-Diasporic experiences at the university. We are looking for someone who would like to build alongside us.

Our AYA Ambassadors are a vital part of the African American Cultural Center team. AYA Ambassadors serve as a visible and active leader within the Black student community while simultaneously serving as ambassadors for the African American Cultural Center with the aim to help further the AACC's mission and student engagement goals. Within these dual roles; ambassadors will spend a great deal of time building community, facilitating dialogue, assessing student needs, developing relationships with student organizations, in a manner that moves ambassadors to develop a comprehensive report on the state of the black community.

This position is intended to provide students with hands-on experience and professional development opportunities that will be useful to them in a wide variety of fields post-graduation including the ability to plan outcome-based programs, coordinate events, engage in critical discourse, hone scholarly writing, and facilitate small and large group dialogue.
**African American Cultural Center Undergraduate AYA Ambassador**

**Major Responsibilities**
- Support the overall function of the African American Cultural Center including, but not limited to assisting with administrative office tasks, logistics coordination, community thought partnership, marketing/outreach, program delivery, pre and post event tasks, and assessment.
- Lead outreach initiatives which may include serving as a first line of inquiry for the AACC, representing the AACC at campus information fairs, deepening engagement with Black student organizations, and co-developing and delivering presentations in various campus spaces.
- Plan, market, implement, and assess events and programs that cultivate a welcome and inclusive environment including facilitating *What’s on the Table* (WOTT) and organizing monthly social engagements.
- Work with other staff to conduct research that supports and elevates issues, needs, resources, and concerns that affect Black students across NC State’s campus. May include conducting focus groups, gathering feedback, developing and coding surveys.
- Participate in designated training sessions, monthly or quarterly student staff meetings, and monthly one-on-one meetings.
- Utilize trauma-informed care to support and provide resources to students who may experience interpersonal, domestic, and/or racial violence or trauma. There may be times when no other staff is in the office, so having the knowledge and skills to respond to crisis situations is imperative.
- Other duties as assigned by the supervisor.

**Qualifications**
- Must be committed to the work of the African American Cultural Center and display a willingness to serve as an enthusiastic representative of the AACC.
- Demonstration of consistency and dependability.
- Ability to maintain confidentiality.
- Strong interpersonal skills and the ability to work collaboratively with diverse students, staff, faculty, and community members.
- Ability to effectively manage time and multiple projects.
- Available occasional nights and weekends.
- Ability to fulfill work responsibilities in accordance with expectations.
- Preferred: Knowledge of Microsoft programs, Google Drive, and have social media familiarity/usage.
African American Cultural Center Undergraduate AYA Ambassador

Conditions of Employment & Mandatory Dates
● Priority placement for work-study students; please check with the Financial Aid Office to confirm eligibility.
● Provide two references who can speak to qualifications as written above.
● Available to work a maximum of 5 hours per week per AYA Ambassador. Strongly prefer academic year-long employees.
● Must maintain a 2.5 GPA.
● Payment is $10 per hour. Increases $0.50 for every year following.
● Serve as a support and co-lead to other AYA Ambassadors
  ○ Contribute to planning and execution of a yearly student employee retreat
  ○ Co-lead a professional development discussion by sharing an article and leading a discussion.

Mandatory Programs
● Students will be asked to sign up for and/or assigned tasks/roles at AACC signature programs and events. Dates and times will be made available prior to the event either at the beginning of the semester or at the beginning of each month. Academic courses take priority over these programs. These will be paid time if you have an assigned role/task at that event.

● AYA ambassadors will play a vital role in the planning and execution of AACC signature programs and events to include Black History Month, Kwanzaa, Harambee, and more. Within the context of program support AYA ambassadors will provide feedback on programming and serve as liaisons of the student voice in all signature programs and events. This could include thought partnership, ownership of specific events and programs, outreach and promotion amongst the student body at large, and hosting and MC’ing programs/events in collaboration with Student Programming Inters and Cultural Center employees.

Terms of Position
2023-2024 Academic Year, M-F, maximum of 5 hours per week, with occasional weekend and evening hours, depending on program activities and center needs.

Application Procedure
Review of applications will begin immediately and will continue until the position is filled.