

INTERNSHIP OPPORTUNITIES AT THE ASIAN AMERICAN CENTER 2005-2006 ACADEMIC YEAR

About the Asian American Center at Northeastern

The mission of the Asian American Center (AAC) at Northeastern is to provide the entire campus with opportunities to engage with issues related to the varied experiences of Asian Americans. Just as the history, culture, and value systems of Asian societies are broad and varied, the internal diversity of Asian American culture is also considerable. As part of its portfolio, the Center offers student-centered programs that address the myriad experiences, backgrounds, and career aspirations represented on campus. To be sure, the Center has the central goal of providing specific services to Asian American students and faculty on campus, where intellectual growth and psychosocial development are both prominently addressed. From offering academic support and cultural enrichment, to assistance with exploring issues of bicultural identity, the AAC is multi-functional in its attention to the particular needs of Asian Americans at Northeastern. In addition, the Center works to engage everyone on campus in a dialogue about race, ethnicity, and notions of diversity. As one of the voices for the specific needs of the Asian American community on campus, the Center is also intimately involved, when appropriate, with initiatives to enhance the University's recruitment and retention efforts, fundraising activities, moves to strengthen alumni relationships, and community outreach programs. Partnering with organizations at Northeastern and throughout the Boston area, the Center is committed to developing greater visibility of Asian Americans at the university, and to cultivate a more unified and cohesive sense of community on campus, and throughout the city.

Program Goals and Offerings for 2005-2006

In its first year, the Center has many logistical tasks to accomplish, along with articulating its long-term strategic plan for growth. Much time and effort will be spent establishing a strong foundation upon which future programs can be developed. At the same time, the Center is committed to offering a meaningful array of programs, events, and opportunities for the current academic year. With the Center in its inaugural year, students, faculty, and alumni have the unique opportunity to influence the organization's mission, and shape the portfolio of programs that it provides.

Internship Opportunities at the Center

The Asian American Center has a number of internship opportunities available during the upcoming academic year. Depending on your area of study, the Center is eager to hear from graduate students who may have an interest in developing programs and initiatives that put learned theories to practice. Internship positions at the Center are very entrepreneurial in nature, and interns must be comfortable with creating structure, rather than already having it at all times. As a "start up" organization that has recently been established, the Center is an exciting place to be for those who are eager to be involved in development of programs, activities, and infrastructure. This is an opportunity to have significant influence over the growth and design of an organization, and to serve as an important contributor to the Center's blueprints.

To be sure, the Center staff (the Director and Program Coordinator) has specific goals and ideas in place for the upcoming year, along with long-term strategic plans that must be addressed. Nevertheless, as a start-up organization with a very entrepreneurial emphasis, the Center is also willing to entertain proposals and ideas from prospective interns about projects that they believe will be rewarding and valuable to both the Center's portfolio of activities, as well as his/her own professional growth.

Internship opportunities at the Center are ideal for graduate students in programs for Higher Education Administration, Counseling, Ethnic and Cultural Studies, Education, and Psychology

In particular, the Center is looking for interns who may have an interest in the following areas:

- *Student Programming and Activities*

Involves the development of programs, events, and activities that are student-centered, and focus on various opportunities to explore bicultural identity development, self-reflection, and cross-cultural interaction and discussion.

- *Student Counseling and Advising (development of support and affinity groups)*

Involves assisting the AAC Program Coordinator with various counseling efforts and offerings to students, as well as development and leadership of various affinity/support groups (biracial student group, Asian American Women's Forum, Asian GLBT group, to name a few)

- *Event Planning and Developing Operational Infrastructure*

Involves the logistical elements of the Center's operations and planning of special events/programs. Helping to establish protocols for daily activities, record keeping, event planning and facilities management.

- *Alumni Relations, Fundraising, and Institutional Development*

Involves the creation of Northeastern's Asian American Alumni Association, development of programs and events to bring alumni on campus and participate in activities, develop strategic plans for fundraising and development for the Center.

- *Strategic Planning and University-Wide Initiatives*

Involves the Center's involvement in university-wide programs and aspirations (admissions and recruiting, faculty recruitment, etc.), and strategies for current and future avenues for Center participation.

- *Research, Data Collection, and Statistical Analysis*

Involves development of research projects and studies to gather information on Asian American student involvement and engagement at Northeastern. In addition, measure and collect data on student satisfaction, needs, and involvement with the Asian American Center. Work with Director and Program Coordinator to design measuring instruments, and develop reports based on data.

- *Communications and Marketing*

Involves the development of a strategic plan for increasing visibility of Asian American Center activities, purpose, and role at the University. Also involves meeting specific marketing and publicity needs for various programs and events, and developing relationships with different media outlets and venues.

All of the above areas of activity and research must contribute to the Center's overall mission and function regarding the improvement of services to and awareness of the Asian American community. Specific project ideas will be developed in partnership between the Center staff and internship candidates.

Qualifications Required For Internship

Bachelor's degree. Experience in higher education administration, educational services, ethnic studies, and/or counseling services. For counseling, student programs, and research internships, a background and interest in Asian American issues and identity development is essential. For other internship areas, an interest and awareness of Asian American issues is a plus. Candidates must be creative and imaginative, as they will be heavily involved in the process of establishing foundations of Center programs.

Anticipated Duties, Responsibilities, or Projects for Interns

Depending on the area of knowledge and interest, the intern will be involved in program development and creation of protocol, or assisting Center staff in current projects. In addition, a few of the internship areas will also involve direct interaction with students (i.e. counseling or research), or various divisions of the University (alumni relations, institutional research).

Contact Information

If interested in developing a relationship with the Center, please send a cover letter and resume to:

Andrew Shen, Director
Asian American Center
Northeastern University
360 Huntington Ave.
Boston, MA 02115

Additional questions or concerns can be sent to: AsianAm@neu.edu or you can call 617-373-5554.

Please note: these are unpaid internship opportunities. Course credit should be discussed with individual candidate's program representative.