



*A program funded by the State of Michigan
Department of Energy, Labor, and Economic Growth
King-Chávez-Parks Initiative*

<http://www.wmich.edu/multicultural/stem>

Now hiring Student Program Assistant!

For more information, visit our website at:
<http://www.wmich.edu/multicultural/stem>

Work-Study Only

Pay Rate: \$9/hr; approximately 10 hrs/wk

Application Packet: Completed application form (downloadable from website), resume, two letters of recommendation, and an unofficial transcript.

Contact: Ms. Vunsin Hiew Doublestein, Director
vunsin.h.doublestein@wmich.edu
(269) 387-3316
<http://www.wmich.edu/multicultural/stem>

Minimum Requirements

- A cumulative GPA of 2.5 or better.
- Must have attained sophomore status.
- Able to work with diverse populations.
- Demonstrated interest in and commitment to helping students succeed both academically and developmentally.
- Familiarity with current versions of Microsoft Word, Excel, PowerPoint, Access, and Publisher, as well as Photoshop (or similar applications) required.
- Possess and portray excellent communication, leadership, organization, and multi-tasking skills.
- Must be detail-oriented, dependable, and able to multi-task.

Major duties and responsibilities

- Assist the Director with grant implementation, staff supervision and training, budgeting, publicity and public relations, writing, research, presentations, and new project developments.
- Maintain online student database to ensure that information is accurate and current; review student activity logs and tutor log-in reports on a weekly basis to ensure that peer mentors/tutors are updating them on a regular basis and make appropriate recommendations to the Director.
- Maintain internal payroll records by collecting and reviewing student employee time sheets for accuracy and completeness, recording hours worked and coordinating pay rates, as well as submitting time sheets to department's timekeeper before the deadline.
- Develop and coordinate various academic workshops for participants by recruiting presenters, making room reservations, and publicizing events to participants.
- Assist with general office functions including, but not limited to, answering telephones, filing, photocopying, and data entry.
- May assist with other duties as assigned.

The Division of Multicultural Affairs' STEM Program is designed to promote student success through increased acceptance rates into undergraduate students' intended majors and increased college graduation rates of students. The DMA STEM Program provides free one-on-one tutoring for many lower-level courses (1000 and 2000 levels) and selected upper-level courses (3000 and 4000 levels). In addition to tutoring, we provide students academic support through mentoring, counseling, multicultural activities, educational seminars, career and graduate school planning, and other resources to enhance their education and college experience, as well as to enable them to achieve a post-secondary degree.

The DMA STEM Program strives to ensure that all students are given the full opportunity to discover and develop their talents, interests, and unique potential, and to provide a learning-centered and student-centered environment that presents the context for intellectual, cultural, professional, and personal growth during the college experience. Each student will learn to become an independent, confident learner and develop good study habits and time management skills.

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