



**President of Asian American Alliance  
Job Description  
2024-25**

**Position Overview:**

**Reports To:** Multicultural Engagement Leadership

**Time Commitment:** Nine-month position corresponding to the academic year. Average of 10 hours per week during the academic year. During August and January training, you are expected to be fully available during those weeks (see dates below).

**Compensation:**

- \$2,000 stipend per year (paid over 16 periods through the academic year)

**Position Stipulation:** Students who intend to hold another student leadership position or part-time job will need to obtain approval from your supervisor. In compliance with federal law, international students on an F1 visa cannot exceed 20 hours of work per week.

**Minimum Requirements & Qualifications:**

- At least one semester of full-time enrollment at Trinity before the leadership role begins.
- Hold a required minimum 2.5 cumulative GPA
- Show expressed interest in leading BIPOC students in experiencing belonging on Trinity's campus.
- Demonstrated Christian commitment to justice, humility, and love.
- Ability to show an expressed commitment to campus diversity and unity.
- Demonstrated commitment to the mission and values of Trinity Christian College.
- Strong work ethic and dedication to uphold the position description and leadership expectations.

**Role Responsibilities:**

- Contributing member of the Multicultural Leadership President's team
- Provide leadership to the Asian American Alliance by organizing regular recurring meetings, for the campus and cultural affinity group consisting of social hours, town hall discussions, and topics of conversation pertaining to the Asian American experience on Trinity's campus, United States, and the world.

- Create, maintain, and innovate campus traditions, including but not limited to heritage months that directly speak to the students connected to this cultural organization.
- Serve as a guide to campus resources for students within their cultural group.
- Collaborate with VP of Administration on financial planning and organization spending for the year

**Training Requirements:**

- **August Retreat/Training:** Multicultural Engagement student leaders are expected to have complete availability from mid-August (exact dates to be communicated before the end of the spring 2024 semester) to the first day of fall classes. Sabbath rest days will be scheduled into this time frame. Expect that training will run from 8 AM to 10 PM each day.
- **January Retreat/Training:** Multicultural Engagement student leaders are expected to have complete availability from early January (exact dates to be communicated before the end of the fall 2023 semester) to the first day of spring classes. Sabbath rest days will be scheduled into this time frame. Expect that training will run from 8 AM to 10 PM each day.
- **Shared Student Leadership Training:** Plan to attend 2 to 4 training opportunities each semester. These will range from student leader specific trainings to conferences and development opportunities on campus.

**Additional Requirements:**

- Attend regular 1-on-1 meetings with your faculty/staff mentor.
- Attend weekly Multicultural Committee meetings.
- Attend weekly Cultural Organization leadership team meetings.
- Attend Chapel once per week.
- Return to campus in mid-August for training and new student welcome.
- Participate in department-wide trainings, meetings, and events
- Be active in the life of the College, offering support and energy to student activities and residence life programming, athletic events, and other student life activities.

The Covenant for Student Leadership is offered to student leaders who accepts a position in this department. The document provides further expectations and conditions of employment as part of their position agreement.



**Vice President of Communication  
Asian American Alliance  
Job Description  
2024-25**

**Position Overview:**

**Reports To:** Multicultural Engagement Leadership

**Time Commitment:** Nine-month position corresponding to the academic year. Average of 10 hours per week during the academic year. During August and January training, you are expected to be fully available during those weeks (see dates below).

**Compensation:**

- \$1,500 stipend per year (paid over 16 periods through the academic year)

**Position Stipulation:** In compliance with federal law, international students on an F1 visa cannot exceed 20 hours of work per week.

**Minimum Requirements & Qualifications:**

- At least one semester of full-time enrollment at Trinity before the leadership role begins.
- Hold a required minimum 2.5 cumulative GPA
- Show expressed interest in leading BIPOC students in experiencing belonging on Trinity's campus.
- Demonstrated Christian commitment to justice, humility, and love.
- Ability to show an expressed commitment to campus diversity and unity.
- Demonstrated commitment to the mission and values of Trinity Christian College.
- Strong work ethic and dedication to uphold the position description and leadership expectations.

**Role Responsibilities:**

- Contributing member of the Cultural Organization leadership team
- Aid Cultural Organization leadership team in organizing regular occurring meetings, for the campus and cultural affinity group consist of social hours, town hall discussions, and topics of conversation pertaining to the Asian American experience on Trinity's campus, United States, and the world.

- Use multiple forms of communication to advertise and inform students of what is happening with the cultural organization, including but not limited to cultural affinity group gathering, campus-wide events, Heritage months and other matters important to the cultural organization
- Manage social media pages for cultural organization

**Training Requirements:**

- **August Retreat/Training:** Multicultural Engagement student leaders are expected to have complete availability from mid-August (exact dates to be communicated before the end of the spring 2024 semester) to the first day of fall classes. Sabbath rest days will be scheduled into this time frame. Expect that training will run from 8 AM to 10 PM each day.
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- **Shared Student Leadership Training:** Plan to attend 2 to 4 training opportunities each semester. These will range from student leader specific trainings to conferences and development opportunities on campus

**Additional Requirements:**

- Attend weekly Cultural Organization leadership team meetings.
- Attend Chapel once per week.
- Return to campus in mid-August for training and new student welcome.
- Participate in department-wide trainings, meetings, and events
- Be active in the life of the College, offering support and energy to student activities and residence life programming, athletic events, and other student life activities.

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**Vice President of Administration  
Asian American Alliance  
Job Description  
2024-25**

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- Demonstrated commitment to the mission and values of Trinity Christian College.
- Strong work ethic and dedication to uphold the position description and leadership expectations.

**Role Responsibilities:**

- Contributing member of the Multicultural Leadership President's team
- Aid Cultural Organization leadership team in organizing regular occurring meetings, for the campus and cultural affinity group consist of social hours, town hall discussions, and topics of conversation pertaining to the Asian American experience on Trinity's campus, United States, and the world.

- Track cultural affinity group members numbers in the group
- Conduct regular surveys from cultural affinity members about Asian American Alliance, Multicultural Leadership Committee, and other Trinity Office's
- Record Cultural Organization leadership team meeting minutes, event preparation notes and timeline, and organize methods and distribution for feedback among cultural affinity group members
- Maintain organization budget in connection with cultural organization President and Professional Staff.

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