DEPARTMENT OF AMERICAN CULTURE
ARAB AND MUSLIM AMERICAN STUDIES
UNIVERSITY OF MICHIGAN

Arab and Muslim American Studies Program Assistant
Undergraduate Student Position
Expected hours per week: Variable, 1-8 hours
$16/hour

The Arab and Muslim American Studies Program Assistant supports the AMAS Director on the running of the program. This involves support with AMAS events, promoting the minor and internship program, and record keepings. In particular, the position involves:

Sending out e-mail announcements using mailchimp

- The AMAS Director will forward information about events and opportunities to you to create and send AMAS announcements using the mailchimp template.
- Adding e-mail addresses to the mailchimp account based on a sign up sheets at relevant events and new minors to the AMAS program.
- Sending out information about relevant campus events through mailchimp. This means staying up-to-date with campus events both in the Arab and Muslim communities.

Event Planning

- Assist with creating flyers, circulating flyers via e-mail and social media, sending flyers to our co-sponsors (via email and also delivering hard copies), and posting them at key locations.
- Assist with setting up before and cleaning up after events. Please notify the AMAS director once dates are set if you are unable to attend.

Promoting the minor and the internship

- Visit relevant classes during backpacking to make an announcement about the minor and internship program.
- Bring flyers about AMAS course offerings and swag to relevant student events.
- Promote the minor at any relevant student group meetings and backpacking sessions. For example, the Arab Student Association hosts a semester backpacking event; sometimes AMAS participates in Festifall or in MESA's student group fair; attend the LSA Course Fair in March to represent AMAS.
- In order to successfully promote the minor to students, you must be fully equipped on the details and courses required for the minor.

Outreach to Student Groups

- Inform relevant student groups such as the Muslim Students Association, Arab Students Association, the Middle East and Arab Network, etc. about classes and relevant AMAS courses. Connect with the presidents of each organization in order to stay updated with relevant events that AMAS can promote and/or co-sponsor.
- Introduce yourself as the program assistant to AMAS immediately at the beginning of the year to begin a strong connection with student groups.

Maintain Facebook and Twitter presence

- AMAS has a Facebook page and American Culture has a twitter feed. You will work with the AMAS Director and American Culture Events Coordinator in maintaining a social media presence.
- Take photos at events, classes, and lectures in order to further promote the AMAS minor through social media.

Upload documents and flyers to AMAS Google Drive

- AMAS has a Google Drive for record keeping purposes. This is a place to document AMAS activities and facilitates changes in leadership over time. Please upload any relevant documents there throughout the year: event flyers, photos taken, media articles about AMAS (e.g. Michigan Daily or other media), the Director's end-of-year report, etc.
- Meet with the AMAS Director at the end of the year to update the Google Drive with any relevant documents.

Attend Meetings

- Attend AMAS advisory board meetings. These occur once or twice per academic year and assist with set up and clean up.
- Attend monthly AMAS staff meetings.