UC SAN DIEGO CROSS-CULTURAL CENTER
UNDERGRADUATE STUDENT INTERN APPLICATION 2018-2019

DUE: Winter, Week 3, Tuesday, 1/23/18
in person to the CROSS-CULTURAL CENTER BY 4:00PM

Please RANK the position(s) for which you are applying (1-being 1st choice) AND Rank all that apply

☐ Affiliates & Outreach Coordinator ☐ Social Justice Educators
☐ Joy De La Cruz Art and Activism Intern (opt.-provide work samples) ☐ Program Assistant Interns
☐ Campus Outreach and Engagement Intern ☐ Open to any position (no preference)
☐ Jim Lin Alumni Relations and Development
☐ Common Ground Social Media & Marketing Intern (layout & graphic design skills required)- provide work samples

PLEASE TYPE OR PRINT LEGIBLY

Name ____________________________ Student PID # _______________________
UCSD Address ____________________________________________________________
Permanent home Address ___________________________________________________
Telephone ______________________ Email ____________________________ Expected graduation (mo & yr) _______
Class Standing □ Frosh □ Soph □ Junior □ Senior □ 5+ □ Transfer student? □ Yes □ No
Currently working at UCSD? □ Yes □ No Will you be working there next year? □ Yes □ No
Would you accept another CCC intern position if offered? □ Yes □ No
Do you have state or federal work-study (not a condition of employment)? □ Yes □ No
Do you have any relatives employed at UCSD? □ Yes □ No

If yes, what is their name, relationship, and department ____________________________________________

The following information may be submitted in the form of a resumé

EDUCATION: Vocational Schools/Colleges/Universities Attended

<table>
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<tr>
<th>Name of Institution</th>
<th>Location</th>
<th>Dates Attended</th>
<th>Major</th>
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VOLUNTEER AND LEADERSHIP
Please list current and prior experiences in community and campus activities, student organizations, student government or other student programs that may be relevant to this position:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Cross-Cultural Center, UC San Diego, 9500 Gilman Dr., 0053 La Jolla, CA 92093-0053
(858) 534-9689 Email: cccenter@ucsd.edu
EMPLOYMENT HISTORY
List your experience below, beginning with your present or recent position. Describe each position separately, giving special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

Employer’s Name and Address ____________________________________________________________

Supervisor’s Name and Telephone # ____________________________________________________

Your position/title _____________________________ From _______ to _______ Hrs/wk ________

Duties (be specific) __________________________________________________________________

_________________________________________________________________________________

Employer’s Name and Address ____________________________________________________________

Supervisor’s Name and Telephone # ____________________________________________________

Your position/title _____________________________ From _______ to _______ Hrs/wk ________

Duties (be specific) __________________________________________________________________

_________________________________________________________________________________

REFERENCES: Please list persons who can comment on your skills and abilities.

*References below must be different from Letter of Recommendation

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<th>NAME</th>
<th>POSITION/TITLE</th>
<th>TELEPHONE #/Email</th>
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(Professional reference- professor, supervisor, teacher assistant, staff, Volunteer supervisor, etc.)

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(character reference- i.e. fellow general body member in org, board member, co-worker- no family or friends)

REQUIRED FOR A COMPLETE APPLICATION

☐ Include a one page statement detailing why you are interested in an intern position with the Cross-Cultural Center and what skills you bring to the position, especially for the Common Ground Social Media & Marketing and Joy de la Cruz Art and Activism positions (a résumé may not substitute).

☐ One letter of recommendation from someone who can speak to your motivation, experience, and ability to excel in and benefit from this internship. Must come from someone in a leadership position; i.e. professor, supervisor, student org chair, staff member, volunteer coordinators, etc.) Letter of recommendation must be different from the references listed above. Letter must be signed and sealed in an envelope and handed in person; may be provided separately from your application if needed, but on or before January 23, 2018, 4pm. Send electronic letter(s) of recommendation to: Violeta Gonzales, violetag@ucsd.edu or fax attn.: Violeta Gonzales 858-822-0173

☐ Verify availability for mandatory conditions of employment, sign, and submit with application.

INITIAL ELIGIBILITY (for more additional requirements, see “Conditions of Employment”)

☐ I am and will be a UCSD full-time undergraduate student spring 2018 and for the 2018-2019 academic year.

☐ I am available to work as a UCSD part-time student intern employee September 5, 2018 to June 14, 2019. (*some positions may potentially start August 30, 2018)

☐ I will not be studying abroad or taking a leave of absence during Spring 2018 and September 2018-June 2019

I certify that all answers and statements on this application are true to the best of my knowledge.

SIGNATURE ___________________________ DATE ________________
Conditions of Employment
UCSD Cross-Cultural Center Undergraduate Student Internships 2018-2019

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<tr>
<th>Conditions</th>
<th>2018-2019 Dates</th>
<th>Initial-Confirm</th>
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<tr>
<td>UCSD full-time undergraduate student for the 2018-19 academic year and pay student services fees each quarter working</td>
<td>2018-2019 academic year</td>
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<td>I will not be studying abroad or be taking a leave of absence</td>
<td>Spring 2018 &amp; 9/5/2018-6/14/2019</td>
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<tr>
<td>Enroll or participate in Academic Internship Program -2 units</td>
<td>Spring 2018, Fridays 1-3pm</td>
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<tr>
<td>Complete new-hire paperwork</td>
<td>Mid-spring 2018 quarter</td>
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<td>All People's Celebration hosted by the CCC (paid)</td>
<td>May 24, 2018, 4-10pm (exact times TBD)</td>
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<td>Fall intern three day, two night off-campus retreat (paid)</td>
<td>September 5-7, 2018 *overlaps w-finals week of summer session 2</td>
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<tr>
<td>CCC training (paid)</td>
<td>September 10-14 &amp; 17-19 &amp; 21, 2018</td>
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<tr>
<td>Campus Community Centers Training (paid)</td>
<td>September 20, 2018, 8:30am-4:30pm</td>
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<td>Welcome Week planning and activities (paid)</td>
<td>September 24-28, 2018, various times</td>
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<tr>
<td>Attend weekly (week 1-9) All Staff meetings Fall 2018 &amp; Winter &amp; Spring 2019 (paid)</td>
<td>Wednesdays 3-5pm</td>
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<td>Attend End of Quarter Friday week 10 meetings</td>
<td>12/14/18, 3/15/19, 6/7/19 3-5pm</td>
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<td>Available to work 10-12 hours/week at $12.50/hour</td>
<td>September 5, 2018*-June 14, 2019</td>
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**EXPECTATIONS**

- Have a working voicemail inbox. If offered an interview, you will be contacted via the phone number you provided
- Must be consistently available at least one morning (8:30-10:30a) or evening (6-9:30p) per week and occasional weekends.
- Be in good academic standing in accordance with UCSD’s undergraduate minimum GPA requirement
- Participate in weekly supervisor/intern staff meetings (time and day TBD)
- Must attend regularly scheduled meetings with your supervisor
- Represent CCC at assigned functions and events
- Schedule changes must be approved in advance

**DEVELOPMENTAL OUTCOMES**

Cross-Cultural Center offers you the opportunity to self-reflect, build community, as well as develop your professional skills. When you leave the CCC you will be able to translate your holistic experience into skill sets that are adaptable to any work environment. In addition to advocating for social justice, creating community, enhancing your personal development, the CCC strives to meet your professional needs and help you develop in the following areas:

- Communication Skills
- Interpersonal & Intrapersonal Skills
- Social Justice Knowledge and Awareness
- Leadership Development

**APPLICATION DEADLINE:** Tuesday, January 23, 2018 at 4 pm (delivered in person to the Cross-Cultural Center)

No late applications. Panel (5-14 people) interviews will take place Weeks 4-9 (January 29- March 9, 2018).

For more information call (858) 534-9689, email violetag@ucsd.edu, or visit ccc.ucsd.edu

I certify that all answers and statements on this application are true to the best of my knowledge.

SIGNATURE

DATE

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