AFFILIATES & LEADERSHIP INTERN
10-12 Hours per week (starting August 28, 2019*)
May 2019 - June 2020
(1 position available)

INTRODUCTION
The central mission of the Cross-Cultural Center is to create a space of dialogue and programming where individuals learn about themselves as well as others in a supportive environment. Within this context it will be a central goal of the CCC Affiliates and Leadership Intern to build and strengthen community with affiliate organizations and other users in order to create a welcoming and open space for members of historically under-represented groups. Interns will be chosen based on their proven leadership experience, potential to contribute to the mission and development of the Cross-Cultural Center, and understanding of the need for a multicultural society.

GENERAL RESPONSIBILITIES
- Provide once a week front desk staff coverage from 8:30-10:30am or 6-9pm
- Assist with CCC administrative duties including data entry, photocopying, typing, and customer service
- Assist in facility maintenance including: basic cleaning, furniture rearrangements, scanning, and supply inventory
- Plan, organize and evaluate one self-initiated project
- Publicize CCC events through various outlets such as student organizations meeting visits, social media, and campus fliering
- Participate in one Social Justice Educator program, training, or workshop per quarter
- Create one “Thought Spot” passive program per quarter
- Design one educational passive program board/year. Advertise via Campus Community Centers’ e-news, CCC Instagram, and CCC in-house TV-display
- Contribute to the Common Ground blog with quarterly submissions
- Attend team meetings weekly
- Research, design, and present two “Teach-Me’s” of choice during all staff meetings
- Engage in public speaking critique sessions during all staff meetings on professional development presentation weeks
- Self-design and/or utilize effective organizational tools to develop personal and professional time management skills
- Develop quarterly goals and submit the Developmental Outcomes Survey in the beginning of each quarter
- Reflect and self-assess post-program internship experience via End of the Year Survey at the end of spring quarter
- Attend one one-on-one meetings with a full-time staff member weekly
- Attend and at times assist with weekly all staff meetings
- Submit feedback and recommendation for future development of the Center
- Submit quarterly and year-end written reports for inclusion in the CCC annual report
- Submit weekly oral and/or written reports on internship progress
- Other duties as assigned

POSITION RESPONSIBILITIES
- Outreach to student organizations and community groups via email, phone, and/or attend meetings to make announcements and updates about the CCC
- Serve as liaison to the Student Affirmative Action Committee (SAAC), which includes, but not limited to visiting meetings once a quarter to make announcements, keeping CCC updated of SAAC news and events, and meeting with SAAC chair to strengthen community connections.
- Create and update Affiliates database and Google Leadership Drive including board contacts, meeting times, and events/programs
- Assist in assigning Affiliate organizational support, via one on ones and/or workshop requests to full-time staff
- Schedule one-on-one with Affiliates Student Organization Chairs fall quarter to assess their needs for the academic year to plan Center relationship activities, to include but not be limited to; a joint program with the Center or organizational leaderships workshop or activity specifically for their individual organization
- Assist in the execution of the fall quarter All Affiliates Mixer
- Plan and coordinate an all Affiliates Mixer spring quarter
- Plan and coordinate an all SAAC Mixer winter quarter
- Support the planning and execution of a student organization recruitment fair fall quarter
- Plan, coordinate, and execute the all Affiliates Board Transition meeting spring
- Assist with providing information on campus policies and procedures to secure funding for Affiliate organizations
- Develop and distribute winter quarter evaluation using Survey Monkey or Qualtrics to create annual Affiliates Assessment Report
- Serve as a CCC liaison, such as, SPACES, Associated Students, CSI, & other leadership organizations and programs
- Advertise leadership, personal, and professional development opportunities to affiliate organizations
- Strengthen or build new relationships with organizations and community groups who use the Center’s facilities to increase affiliate membership
Assist with any affiliates-related programming coordinated by full-time staff
Create and compile an end of the year Affiliate Program report/transition manual
Coordinate one large passive board with Operations Interns winter quarter. Advertise via Campus Community Centers’ e-news, CCC Instagram, and CCC in-house TV-display

QUALIFICATIONS
Will be a UC San Diego undergraduate student for the 2019-2020 academic year without a leave of absence
Ability to understand and articulate issues of multiculturalism, cross-cultural communication, racism, sexism, heterosexism, homophobia, classism, ableism, religious oppression etc.
Ability to work within the Cross-Cultural Center mission statement and PLACES
Demonstrated ability to effectively manage time and multiple projects
Proven experience working cooperatively as part of a team
Strong interpersonal skills, ability to communicate effectively in one on one and group settings
Position requires an individual who can work collaboratively with students, faculty, staff and the wider community which the university serves
Working knowledge of desktop publishing and PC computers
Must be able to work some nights & weekends
Comfortable with public speaking
Strong interpersonal relations skills
Experience with community outreach and program planning a plus
Familiarity with UCSD cultural, political, and religious organizations a plus
Previous leadership experience in SAAC preferred
Substantial networking skills to build rapport with perspective and current affiliated student organizations

*Possible opportunity to begin employment August 28, 2019