

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 flyering
- ▣ 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