

AFFILIATES & LEADERSHIP INTERN

10-12 Hours per week (starting August 31, 2017*)

May 2017 - June 2018



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 6-9:30pm
- ▣ 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, CCC FACEBOOK page, and campus flyering
- ▣ Participate in one Social Justice Educator program, training, or workshop per quarter
- ▣ Create one "Thought Spot" passive program per quarter
- ▣ Contribute to the Common Ground newsletter with one submission fall and spring quarter
- ▣ Assist Campus Outreach and Engagement Intern in training CCC volunteers
- ▣ Assist with Cross-Cultural Center All People's Celebration & Recognition program
- ▣ Attend Operations team meetings weekly
- ▣ Research, design, and present one interest-specific "Teach-Me" of choice winter or spring quarter during all staff meeting
- ▣ Research, design, assign prep-work, and present one professional development "Teach-Me" of choice during all staff meeting
- ▣ 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 one one-on-one meeting with Director per quarter
- ▣ Attend two or three one-on-one meeting with Assistant Director per quarter
- ▣ 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 planning of the SAAC Retreat for Affiliates' executive board members in the fall quarter (may coordinate with Social Justice Educators, other departments, such as SPACES, Campus Community Centers, etc.)
- ▣ Plan and coordinate an All Affiliates Mixer in the fall, winter, and or spring quarters
- ▣ Plan, coordinate, and evaluate Emerging Leaders activity for first and second year students in the winter or spring quarter (may coordinate with Social Justice Educators, other departments, such as SPACES, Campus Community Centers, etc.) with the Affiliates Program Coordinator
- ▣ Assist full-time staff with the Alumni Roots program
- ▣ Provide assistance to the Campus Outreach & Engagement Intern in recruiting participants for the Volunteer Program
- ▣ 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, GUIDE, CSI, & other leadership organizations and programs

- ▣ Advertise leadership, personal, and professional development opportunities (such as the Real World Career Series, Hot Topics Series, Life Skills Series, Breather Series, and academic presentations) 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
- ▣ Coordinate one passive program or group project with Operations Interns
- ▣ Create and compile an end of the year Affiliate Program report/transition manual

QUALIFICATIONS

- ▣ Will be a UC San Diego undergraduate student for the 2017-2018 academic year
- ▣ 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 31, 2017

*Possible opportunity to work additional hours during September 2017 to aid in the execution of the SAAC Retreat

CAMPUS OUTREACH & ENGAGEMENT INTERN

10-12 Hours per week (starting August 31, 2017)

May 2017 - June 2018



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 Interns to program, provide services, and plan events for and about members of historically under-represented groups. Interns play a critical role in the development and operation of the CCC. The Campus Outreach and Engagement Intern will be instrumental in developing new connections and relationships. 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 6-9:30pm
- ▣ 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, CCC FACEBOOK page, and campus flyering
- ▣ Participate in one Social Justice Educator program, training, or workshop per quarter
- ▣ Create one "Thought Spot" passive program per quarter
- ▣ Contribute to the Common Ground newsletter with one submission fall and spring quarter
- ▣ Assist with Cross-Cultural Center All People's Celebration & Recognition program
- ▣ Attend Operations team meetings weekly
- ▣ Research, design, and present one interest-specific "Teach-Me" of choice winter or spring quarter during all staff meeting
- ▣ Research, design, assign prep-work, and present one professional development "Teach-Me" of choice during all staff meeting
- ▣ 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 one one-on-one meeting with Director per quarter
- ▣ Attend two or three one-on-one meeting with Assistant Director per quarter
- ▣ 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 non-affiliate organizations and campus-wide entities, via email, phone or attend meetings to make announcements and updates about the CCC
- ▣ As needed liaison with college residential halls, the Village Transfer Housing, other campus entities, and student organizations to recruit membership for the Volunteer Program
- ▣ Coordinate Volunteer Program information sessions in the fall, winter, and spring quarters
- ▣ Distributing public relations materials, flyers, Center information to non-affiliate entities
- ▣ Assist in volunteer training workshops in the fall, winter, and spring quarters with professional staff
- ▣ Assist with providing professional development and curriculum for biweekly meetings for long-term volunteers
- ▣ Oversee the development and execution of the "Breather Series: Winter Wellness" program for long-term volunteers
- ▣ Assist in managing Center volunteers and coordinating weekly short-term and long-term volunteer responsibilities via SignUp.com with full time staff support (including monitoring participation and shift check-in procedures)
- ▣ Design a volunteer program evaluation using Survey Monkey or Qualtrics, implement, and analyze results with professional staff
- ▣ Collaborate with the Affiliates and Leadership Intern in recruiting participants for the Volunteer Program (at events such as Welcome Week and Block Party)
- ▣ Coordinate one passive program or group project with Operations Interns
- ▣ Create and compile an end of the year Affiliate Program report/transition manual

QUALIFICATIONS

- ▣ Will be a UC San Diego undergraduate student for the 2017-2018 academic year
- ▣ 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
- ▣ Preferred experience with designing flyers
- ▣ Comfortable with public speaking
- ▣ Strong interpersonal relations skills
- ▣ Experience doing outreach and program planning a plus

*Possible opportunity to begin employment August 31, 2017

*Possible opportunity to work additional hours during September 2017 to aid in the execution of the Volunteer Program

COMMON GROUND SOCIAL MEDIA & MARKETING INTERN

10-12 Hours per week (starting September 6, 2017)

May 2017 - June 2018



INTRODUCTION

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GENERAL RESPONSIBILITIES

- ▣ Provide once a week front desk staff coverage from 8:30-10:30am or 6-9:30pm
- ▣ Assist with CCC administrative duties including data entry, photocopying, typing, scanning, and customer service
- ▣ Assist in facility maintenance including; basic cleaning, furniture rearrangements, and supply inventory
- ▣ Plan, organize and evaluate one self-initiated project
- ▣ Publicize CCC events through various outlets such as student organizations meeting visits, CCC FACEBOOK page, and campus flyering
- ▣ Participate in one Social Justice Educator program, training, or workshop per quarter
- ▣ Assist Campus Outreach and Engagement Intern in training CCC volunteers
- ▣ Create one “Thought Spot” passive program per quarter
- ▣ Assist with Cross-Cultural Center All People’s Celebration & Recognition program
- ▣ Attend Operations team meetings weekly
- ▣ Research, design, and present one interest-specific “Teach-Me” of choice winter or spring quarter during all staff meeting
- ▣ Research, design, assign prep-work, and present one professional development “Teach-Me” of choice during all staff meeting
- ▣ 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 one one-on-one meeting with Director per quarter
- ▣ Attend two or three one-on-one meeting with Assistant Director per quarter
- ▣ 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

- ▣ Curate online presence/blog on behalf of the CCC with regular posts (weekly, monthly, quarterly)
- ▣ Create and publish one Common Ground Year in Review publication in spring quarter (highlights from online content)
- ▣ Manage and update in-house digital publicity and educational programming platforms (TV displays can coordinate with Joy)
- ▣ Produce flyers when needed for CCC events
- ▣ Create and research one digital passive/educational program display per quarter (can coordinate with joy)
- ▣ Frequently update and manage all CCC social media outlets (e.g. Facebook, Twitter, Tumblr, Instagram & Vimeo)
- ▣ Take lead role in photographing CCC events and properly archiving them in the share drive
- ▣ Plan, coordinate, and evaluate a community workshop winter quarter (i.e how to’s, technical skills building, etc.)
- ▣ Assist the Operations and Marketing Coordinator compile and categorize E-News submission information, format content and images prior to E-News publication as needed
- ▣ Cross-train interns on successful flyer making tips and marketing strategies
- ▣ Coordinate one passive program or group project with Operations Interns

QUALIFICATIONS

- ▣ Will be a UC San Diego undergraduate student for the 2017-2018 academic year
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- ▣ 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, PC & MAC software/computers.
- ▣ Familiarity with web/graphic design software (Adobe Photoshop, In Design, Microsoft Publisher, html or similar, etc.)
- ▣ Understanding and familiarity of social media and networking outlets to effectively update constituents
- ▣ Strong experience with developing calendars, newsletters, and other print materials

JOY DE LA CRUZ ART & ACTIVISM INTERN

10-12 Hours per week (starting September 6, 2017)

May 2017 - June 2018



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 Interns to program, provide services, and plan events for and about members of historically under-represented groups. Interns play a critical role in the development and operation of the CCC. Students will be chosen as Interns 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. Joy de la Cruz was a daughter, sister, artist, poet, dreamer, Pinay, and activist. Established in her honor, this position will continue her legacy by infusing art, culture, community and activism.

GENERAL RESPONSIBILITIES

- ▣ Provide once a week front desk staff coverage from 8:30-10:30am or 6-9:30pm
- ▣ Assist with CCC administrative duties including data entry, photocopying, typing, scanning, and customer service
- ▣ Assist in facility maintenance including; basic cleaning, furniture rearrangements, and supply inventory
- ▣ Plan, organize and evaluate one self-initiated project
- ▣ Publicize CCC events through various outlets such as student organizations meeting visits, CCC FACEBOOK page, and campus flyering
- ▣ Participate in one Social Justice Educator program, training, or workshop per quarter
- ▣ Create one "Thought Spot" passive program per quarter
- ▣ Contribute to the Common Ground newsletter with one submission per quarter
- ▣ Assist Campus Outreach and Engagement Intern in training CCC volunteers
- ▣ Assist with Cross-Cultural Center's All People's and Recognition program
- ▣ Attend Operations team meetings weekly
- ▣ Research, design, and present one interest-specific "Teach-Me" of choice winter or spring quarter during all staff meeting
- ▣ Research, design, assign prep-work, and present one professional development "Teach-Me" of choice during all staff meeting
- ▣ 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 one one-on-one with Director per quarter
- ▣ Attend two or three one-on-one with Assistant Director per quarter
- ▣ 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

- ▣ Coordinate and implement one art & activism themed art reception in fall & spring quarter located in the ArtSpace
- ▣ Coordinate and implement one art & activism themed art program in the winter quarter that showcases art forms beyond 2D artwork (ex: music, dance, performance art, spoken word, etc.)
- ▣ Manage and switch out art exhibits of all three art spaces: Conference Room, Hallway & ArtSpace
- ▣ Coordinate one passive program or group project with Operations Interns
- ▣ Use online social media outlets to publicize CCC art exhibits & events (e.g. Facebook, Tumblr, Twitter, Instagram, etc.)
- ▣ Provide an 'art and activism-themed' submission to the Common Ground Newsletter, quarterly
- ▣ Submit 'art and activism-themed' on & off-campus opportunities to the electronic newsletter
- ▣ Organize and maintain art catalog of existing artwork in CCC storage and inventory of supplies
- ▣ Coordinate the "Beyond La Jolla" program with full time staff in the winter quarter
- ▣ Create a Dia de los Muertos alter during the end of October
- ▣ Assist the Operations and Marketing Coordinator with the planning and execution of art related programs & projects to include an electronic gallery in library and conference room spaces
- ▣ Collaborate with campus departments to plan any of the above mentioned exhibits, receptions or programming that has an art & activism theme (ex: Heritage Month Committees, SARC, Campus Community Centers, etc.)
- ▣ Solicit and/or collaborate with a variety of constituents (Graduate students, staff, faculty, students, community members, departments, etc.) to plan any of the above mentioned exhibits, receptions or programming that has an art & activism theme (ex: Heritage Month Committees, SARC at CARE, etc.)
- ▣ Assist and provide program support for the Faculty Author in Residence program as needed
- ▣ Curate and research at least one digital educational or passive program display

- ▣ Support the Common Ground Intern in the curation of the in-house television programming displays with quarterly digital art galleries and the weekly presentation of digital marketing materials and flyers

QUALIFICATIONS

- ▣ Will be a UC San Diego undergraduate student for the 2017-2018 academic year
- ▣ 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
- ▣ Familiarity with (or strong desire to learn about) a variety of artistic mediums and forms of activism
- ▣ Program planning and/or gallery experience a plus
- ▣ Interest in developing knowledge and experience in visual, literary, and/or performance art



PROGRAM ASSISTANT INTERN

10-12 Hours per week (*starting September 6, 2017*)
May 2017 - June 2018

INTRODUCTION

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GENERAL RESPONSIBILITIES

- ▣ Provide once a week front desk staff coverage from 8:30-10:30am or 6-9:30pm
- ▣ Assist with CCC administrative duties including data entry, photocopying, typing, scanning, and customer service
- ▣ Assist in facility maintenance including; basic cleaning, furniture rearrangements, and supply inventory
- ▣ Plan, organize, and evaluate one self-initiated project
- ▣ Publicize CCC events through various outlets such as student organizations meeting visits, CCC FACEBOOK page, and campus flyering
- ▣ Participate in one Social Justice Educator program, training, or workshop per quarter
- ▣ Create one "Thought Spot" passive program per quarter
- ▣ Contribute to the Common Ground newsletter with one submission per quarter
- ▣ Assist with Cross-Cultural Center All People's Celebration & Recognition program
- ▣ Attend weekly Programming team meetings
- ▣ Meet with Program Assistant intern as needed for project and program planning
- ▣ Research, design, and present one interest-specific "Teach-Me" of choice winter or spring quarter during all staff meeting
- ▣ Research, design, assign prep-work, and present one professional development "Teach-Me" of choice during all staff meeting
- ▣ 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-on-one meetings with a full-time staff member weekly
- ▣ Attend one one-on-one meeting with Director per quarter
- ▣ Attend two or three one-on-one with Assistant Director per quarter
- ▣ 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

- ▣ Act as principal coordinator for one self-initiated community building and/or one social justice/intellectual development event per quarter
- ▣ In collaboration with the Program Assistant Intern- design, develop, implement and evaluate one joint program winter quarter
- ▣ Design one interest-specific or hot topic passive program board in the beginning of fall and spring quarter on the small board
- ▣ Design one interest-specific or hot topic passive program board in the mid-fall and mid-spring quarter on the large board in conjunction with the Program Assistant Intern
- ▣ Design one "Critique This" passive programming board per quarter in conjunction with the Program Assistant Intern
- ▣ Assist Assistant Director with CCC educational and community building programs including, but not limited to, faculty, staff, student, and alumni programming
- ▣ Assist in program and event planning for CCC quarterly events
- ▣ Design and distribute flyers, create FACEBOOK event invitations, as well as use social media as a means for publicity for both Programming Interns and Assistant Director
- ▣ Advertise Programming Interns' and Assistant Director's programs via Campus Community Center's enews, Student Insider, campus-wide flyer distribution, residential halls, departments, and the larger San Diego community
- ▣ Organize art supplies and assess supply needs quarterly
- ▣ Cross-train interns on successful programming strategies
- ▣ Distribute and collect program effectiveness information and professional development assessment post-program surveys utilizing Survey Monkey or Qualtrics surveys
- ▣ Update and maintain the mail-list serve for physical distribution of CCC flyers and announcements

QUALIFICATIONS

- ▣ Will be a UC San Diego undergraduate student for the 2017-2018 academic year

- ▣ 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
- ▣ Understand and be familiar of social media and networking outlets for marketing purposes
- ▣ Preferred experience with designing flyers
- ▣ Must be able to work some nights & weekends
- ▣ Availability to program events on Thursday afternoons and/or evenings a plus

SOCIAL JUSTICE EDUCATOR

10-12 Hours per week (*starting September 6, 2017*)
May 2017 - June 2018



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. The Social Justice Educators Program was created in 1999 as a means of extending the mission of the Cross-Cultural Center to the entire campus. The Social Justice Educators are trained in facilitation and public speaking skills, as well as in theoretical frameworks of student and intersecting identity development. The program works with these trained undergraduate students to facilitate discussions about diversity, equity, social and personal identity development with groups of campus peers, K-12 youth, and community groups.

GENERAL RESPONSIBILITIES

- ▣ Provide once a week front desk staff coverage from 8:30-10:30am or 6-9:30pm
- ▣ Assist with CCC administrative duties including data entry, photocopying, typing, scanning, and customer service
- ▣ Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory
- ▣ Plan, organize and evaluate one self-initiated project
- ▣ Publicize CCC events through various outlets such as student organizations meeting visits, CCC FACEBOOK page, and campus flyering
- ▣ Create one "Thought Spot" passive program per quarter
- ▣ Contribute to the Common Ground newsletter with one submission per quarter
- ▣ Assist with Cross-Cultural Center All People's Celebration & Recognition program
- ▣ Attend Social Justice Educator weekly team meetings 1 hour a week
- ▣ Meet with Social Justice Educator interns one hour a week for workshop and training planning
- ▣ Research, design, and present one interest-specific "Teach-Me" of choice winter or spring quarter during all staff meeting
- ▣ Research, design, assign prep-work, and present one professional development "Teach-Me" of choice during all staff meeting
- ▣ 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-on-one meetings with a full-time staff member
- ▣ Attend one one-on-one meeting with Director per quarter
- ▣ Attend two or three one-on-one meeting with Assistant Director per quarter
- ▣ 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

- ▣ Plan, implement, and evaluate diversity trainings, workshops, and programs for a variety of groups; including student organizations, residential life staff, orientation leaders, student government, college councils, departments, community-based groups, K-12 youth, and student organization retreats
- ▣ Plan, organize, publicize, and evaluate one quarterly "SJE Presents" such as Hot Topics, as a team project throughout the year with the assistance of the Assistant Director and Campus Outreach and Engagement Intern
- ▣ Provide publicity support for the Educational and Outreach Coordinator to garner interest and recruit participants for the Social Justice Leadership Academy program series
- ▣ Develop, publicize, and facilitate at least one Hot Topic program
- ▣ Plan and implement workshops/activities with affiliate groups of the CCC
- ▣ Assist with each affiliate organizations' training and workshop requests and work with the Affiliates & Leadership Intern to track and document groups who have received workshops/trainings
- ▣ Lead tours, information sessions, and workshops with elementary through high school student visitors
- ▣ Complete weekly educational training material, readings and reflections
- ▣ In collaboration with the Affiliates and Leadership Intern, create and implement a workshop either winter or spring quarter, specifically for leadership and social justice development for affiliate student groups, i.e. affiliate mixers
- ▣ Implement program evaluations after SJE workshops, trainings, and programs
- ▣ Research best practices in diversity and social justice trainings and/or topic of interest and present findings to CCC staff one staff meeting on findings in winter or spring quarter
- ▣ Provide ongoing, individual and critical team feedback for the overall growth and development of SJE Team
- ▣ Assist Campus Outreach and Engagement Intern in training CCC volunteers winter quarter
- ▣ Cross-train interns on facilitation techniques, managing groups, communication, and content flow for workshops

QUALIFICATIONS

- ▣ Will be a UC San Diego undergraduate student for the 2017-2018 academic year
- ▣ 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
- ▣ Work collaboratively with students, faculty, staff and the wider community which the university serves
- ▣ Ability to stay abreast of current events on campus and general campus climate
- ▣ Must be able to work some nights & weekends