



# SOCIAL JUSTICE EDUCATOR

10-12 Hours per week (*starting September 4, 2019*)

May 2019 - June 2020

(5 positions 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. 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 6-9pm
- ▣ 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 flyers
- ▣ 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 Social Justice Educator weekly team meetings
- ▣ Meet with Social Justice Educator interns one hour a week for workshop and training planning
- ▣ 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

- ▣ 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, facilitate, and evaluate one quarterly "SJE Presents" as a team project throughout the year
- ▣ Design one "Critique This" passive programming board quarterly in conjunction with Social Justice Educator Interns
- ▣ Provide publicity support to garner interest and recruit participants for the Social Justice Leadership Academy program series
- ▣ Attend Social Justice Educator workshop planning meetings 1-2 hours a week as needed
- ▣ Plan and implement workshops/activities with affiliate groups of the CCC
- ▣ Lead tours, information sessions, and workshops with elementary through high school student visitors
- ▣ Complete weekly educational training material, readings and reflections
- ▣ Provide ongoing, individual and critical team feedback for the overall growth and development of SJE Team
- ▣ Coordinate one large passive board with Social Justice Educator Interns spring 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
- ▣ 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

# COMMON GROUND SOCIAL MEDIA & MARKETING INTERN

10-12 Hours per week (starting September 4, 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 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 Common Ground Intern is central in helping the CCC “tell our story” and connect with people across boundaries at UCSD and the greater community. 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.

## 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
- ▣ 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

- ▣ Curate and manage 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 de la Cruz Art and Activism intern positions)
- ▣ Produce flyers when needed for CCC events
- ▣ 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.)
- ▣ Cross-train interns on successful flyer making tips and marketing strategies
- ▣ 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, 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 4, 2019)

May 2019 - June 2020

(2 positions 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 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 activista. 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 6-9pm
- ▣ 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

- ▣ Coordinate and implement one art & activism themed art reception per quarter located in the ArtSpace
- ▣ Independently research new art and/or rotate existing art in order to switch out art exhibits of all three art spaces: Conference Room, Hallway & ArtSpace quarterly
- ▣ Advertise art exhibits via Campus Community Centers' e-news, CCC Instagram, and CCC in-house TV-display
- ▣ Use online social media outlets to publicize CCC art exhibits & events (e.g. Facebook, Tumblr, Twitter, Instagram, etc.)
- ▣ Organize and maintain art catalog of existing artwork in CCC storage and inventory of supplies
- ▣ Research, plan, coordinate, and evaluate the "Beyond La Jolla" program in the winter quarter with the support of the Joy de la Cruz Art and Activism intern and Assistant Director
- ▣ Co-create a Dia de los Muertos alter during the end of October
- ▣ Advertise programs via Campus Community Center's enews, Student Insider, campus-wide flyer distribution, residential halls, departments, and the larger San Diego community
- ▣ 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.)
- ▣ 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
- ▣ Coordinate one large passive board with the Joy de la Cruz Art and Activism intern fall 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
- ▣ **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

# 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

# JIM LIN ALUMNI RELATIONS AND DEVELOPMENT INTERN

10-12 Hours per week (starting September 4, 2019)

May 2019 - June 2020

(1 position available)



## INTRODUCTION

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## 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
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- ▣ 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
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- ▣ 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

- ▣ Assist with research, outreach, and development of Alumni database of former CCC interns and other affiliated students who have be involved with the CCC and other leadership activities as undergraduates
- ▣ Assist with matching current students to alumni for online connection by field, area of interest, or other pertinent factors. This matching can include but is not limited too;
  - How to: prepare for the job market, job interviews, utilized faculty mentors, obtain letters of reference, how internships helped them decide on what they wanted to do post- graduation, tips on applying to graduate schools, factors that determined their choices of grad school or internship. What were the key factors that played a role in their finding the job of their dreams?
- ▣ Produce a twice a quarter Alumni profile for the enews in "Where are they now?" segment
- ▣ Produce a quarterly alumni-focused enews with career employment tips from a social justice perspective and current CCC happenings and activities
- ▣ Assist with scheduling an alumni speaker series for the Alumni Roots program
- ▣ Assist with the upkeep of an online management system for scheduling undergraduate junior and senior life talk/coffee hour one-on-ones to explore life after college planning conversations with CCC professional staff, as well as assist with the marketing and outreach of this program. Work with the Affiliates and Leadership Intern for participant recruitment.
- ▣ Work with the Director to develop one alumni/career-oriented workshop potentially with other departments, like SPACES, on a variety of topics (see bullet #2 in Position Responsibilities for examples)
- ▣ Create online tip worksheets for current students related to preparing their portfolio, resume, linked in profile or other helpful links
- ▣ Support the development, management, collection, and uploading of video recorded interviews from visiting alumni guest speakers

- ▣ Career services and Alumni office liaison. Stay abreast and help advertise upcoming career fairs and other campus opportunities, as well as, submit flyers or event write ups for the Center enews
- ▣ Liaison with SPACES Alumni Engagement and Partnerships Coordinator to gather event information, share contact information and assure alumni engagement events are not overlapping or competing
- ▣ Create and compile an end of the year Alumni 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
- ▣ Preferred experience with designing flyers
- ▣ Comfortable with public speaking
- ▣ **Strong interpersonal relations skills**
- ▣ Experience doing outreach and program planning a plus