

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