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