

JIM LIN ALUMNI RELATIONS AND DEVELOPMENT 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 Jim Lin Alumni Relations and Development 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 6-9pm
- ▣ 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
- ▣ 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

- ▣ Assist with research, outreach, and development of Alumni database of former CCC interns and other affiliated students who have been 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 to;
 - 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