



PROGRAM ASSISTANT 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.

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