



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