

# AFFILIATES & LEADERSHIP INTERN

10-12 Hours per week (starting August 30, 2018\*)

May 2018 - June 2019



## 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 Affiliates and Leadership Intern to build and strengthen community with affiliate organizations and other users in order to create a welcoming and open space for members of historically under-represented groups. 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, 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 blog with quarterly submissions
- ▣ Assist Campus Outreach and Engagement Intern in training CCC volunteers
- ▣ 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 student organizations and community groups via email, phone, and/or attend meetings to make announcements and updates about the CCC
- ▣ Serve as liaison to the Student Affirmative Action Committee (SAAC), which includes, but not limited to visiting meetings once a quarter to make announcements, keeping CCC updated of SAAC news and events, and meeting with SAAC chair to strengthen community connections.
- ▣ Create and update Affiliates database and Google Leadership Drive including board contacts, meeting times, and events/programs
- ▣ Assist in assigning Affiliate organizational support, via one on ones and/or workshop requests to full-time staff
- ▣ Schedule one-on-one with Affiliates Student Organization Chairs fall quarter to assess their needs for the academic year to plan Center relationship activities, to include but not be limited to; a joint program with the Center or organizational leaderships workshop or activity specifically for their individual organization
- ▣ Assist in the planning of the SAAC Retreat for Affiliates' executive board members in the fall quarter (may coordinate with Social Justice Educators, other departments, such as SPACES, Campus Community Centers, etc.)
- ▣ Plan and coordinate an All Affiliates Mixer in the fall, winter, and or spring quarters
- ▣ Plan, coordinate, and evaluate Emerging Leaders activity for first and second year students in the winter or spring quarter (may coordinate with Social Justice Educators, other departments, such as SPACES, Campus Community Centers, etc.) with the Affiliates Program Coordinator
- ▣ Provide assistance to the Campus Outreach & Engagement Intern in recruiting participants for the Volunteer Program
- ▣ Assist with providing information on campus policies and procedures to secure funding for Affiliate organizations
- ▣ Develop and distribute winter quarter evaluation using Survey Monkey or Qualtrics to create annual Affiliates Assessment Report
- ▣ Serve as a CCC liaison, such as, SPACES, Associated Students, GUIDE, CSI, & other leadership organizations and programs

- ▣ Advertise leadership, personal, and professional development opportunities (such as the Real World Career Series, Hot Topics Series, Life Skills Series, Breather Series, and academic presentations) to affiliate organizations
- ▣ Strengthen or build new relationships with organizations and community groups who use the Center's facilities to increase affiliate membership
- ▣ Assist with any affiliates-related programming coordinated by full-time staff
- ▣ 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 2018-2019 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
- ▣ Comfortable with public speaking
- ▣ Strong interpersonal relations skills
- ▣ Experience with community outreach and program planning a plus
- ▣ Familiarity with UCSD cultural, political, and religious organizations a plus
- ▣ Previous leadership experience in SAAC preferred
- ▣ Substantial networking skills to build rapport with perspective and current affiliated student organizations

\*Possible opportunity to begin employment August 30, 2018

\*Possible opportunity to work additional hours during September 2018 to aid in the execution of the SAAC Retreat