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 fliering
- 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 leadership 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
INTRODUCTION
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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 flyer
- 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 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 full-time development “Teach-Me” of choice during all staff meeting
- Engage in public speaking critique sessions during all staff meetings on full-time development presentation weeks
- Self-design and/or utilize effective organizational tools to develop personal and full-time 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 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 non-affiliate organizations and campus-wide entities, via email, phone or attend meetings to make announcements and updates about the CCC
- As needed liaison with college residential halls, the Village Transfer Housing, other campus entities, and student organizations to recruit membership for the Volunteer Program
- Coordinate Volunteer Program information sessions in the fall, winter, and spring quarters
- Provide recommendations, manage inventory, and request new purchases for the volunteer incentive program
- Distributing public relations materials, flyers, Center information to non-affiliate entities
- Assist in volunteer training workshops in the fall, winter, and spring quarters with full-time staff
- Assist with providing full-time development and curriculum for biweekly meetings for long-term volunteers
- Oversee the development and execution of the “Breather Series: Winter Wellness” program for long-term volunteers
- Assist in managing Center volunteers and coordinating weekly short-term and long-term volunteer responsibilities via SignUp.com with full-time staff support (including monitoring participation and shift check-in procedures)
- Design a volunteer program evaluation using Survey Monkey or Qualtrics, implement, and analyze results with full-time staff
- Manage and coordinate volunteer participant one-on-one referrals to full-time staff as needed
- Conduct one-on-one meetings as needed
- Collaborate with the Affiliates and Leadership Intern in recruiting participants for the Volunteer Program (at events such as Welcome Week and Block Party)
- Coordinate one passive program or group project with Operations Interns
- Create and compile an end of the year Volunteer Program report/transition manual

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- 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

*Possible opportunity to begin employment August 30, 2018
*Possible opportunity to work additional hours during September 2018 to aid in the execution of the Volunteer Program
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 and for 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.

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- Provide once a week front desk staff coverage from 8:30-10:30am or 6-9pm
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POSITION RESPONSIBILITIES
- Curate 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)
- Produce flyers when needed for CCC events
- Create and research one digital passive/educational program display per quarter (can coordinate with joy)
- 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.)
- Assist the Operations and Marketing Coordinator compile and categorize E-News submission information, format content and images prior to E-News publication as needed
- Cross-train interns on successful flyer making tips and marketing strategies
- Coordinate one passive program or group project with Operations Interns

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- 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
GENERAL RESPONSIBILITIES
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- Attend and at times assist with weekly all staff meetings
- Submit feedback and recommendation for future development of the Center
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- 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 too;
  - 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
- Principle intern working with Assistant Director for the Real World Career Series Program
- Create 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 Common Ground Social Media and Marketing Intern and 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 on CCC YouTube channel
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
Coordinate one passive program or group project with Operations Interns
Create and compile an end of the year Alumni Program report/transition manual

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- Will be a UC San Diego undergraduate student for the 2017-2018 academic year without a leave of absence
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- 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

*Possible opportunity to begin employment August 30, 2018
*Possible opportunity to work additional hours during September 2018 to aid in the execution of the Volunteer Program
JOY DE LA CRUZ ART & ACTIVISM INTERNS
10-12 Hours per week (starting September 5, 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 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. Joy de la Cruz was a daughter, sister, artist, poet, dreamer, Pinay, and activista. Established in her honor, this position will continue her legacy by infusing art, culture, community and activism.

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, 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 fliering
- 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 with Cross-Cultural Center’s All People’s and Recognition program
- Attend Programming 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
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- Attend one on-one with Director per quarter
- Attend two or three one-on-one with Assistant Director per quarter
- Attend and at times assist with weekly 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
- Coordinate and implement one art & activism themed art reception in winter & spring quarter located in the ArtSpace
- Independently research new art and/or rotate existing art in order to switch out art exhibits of all three art spaces: Conference Room, Hallway & ArtSpace at least twice a quarter
- In conjunction with the Program Assistant Interns, design, develop, implement, and evaluate a Breather Series art-related program fall quarter
- Use online social media outlets to publicize CCC art exhibits & events (e.g. Facebook, Tumblr, Twitter, Instagram, etc.)
- Provide an ‘art and activism-themed’ submission to the Common Ground Newsletter, quarterly
- Organize and maintain art catalog of existing artwork in CCC storage and inventory of supplies
- Research, plan, coordinate, and evaluate the “Beyond La Jolla” program with the support of the Assistant Director and Programming Assistant Interns in the winter quarter
- Collaborate to develop, plan, and execute a passive All People’s Celebration art activity on May 23, 2017 in collaboration with the Program Assistant Interns or an equivalent project during the spring quarter
- Create a Dia de los Muertos alter during the end of October
- Assist the Operations and Marketing Coordinator with the planning and execution of art related programs in the fall quarter and projects to include an electronic gallery in library and conference room spaces quarterly as needed
- Advertise Programming Interns,’ Joy de la Cruz Art and Activism Intern, 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
- Potentially collaborate with campus departments to plan any of the above mentioned exhibits, receptions or programming that has an art & activism theme (ex: Heritage Month Committees, SARC, Campus Community Centers, etc.)
Solicit and/or collaborate with a variety of constituents (Graduate students, staff, faculty, students, community members, departments, etc.) to plan any of the above mentioned exhibits, receptions or programming that has an art & activism theme (ex: Heritage Month Committees, SARC at CARE, etc.) with the support of the Operations and Marketing Coordinator

Curate and research at least one digital educational or passive program display fall quarter with the support of the Operations and Marketing Coordinator

Support the Common Ground Intern in the curation of the in-house television programming displays with quarterly digital art galleries and the weekly presentation of digital marketing materials and flyers

QUALIFICATIONS

- Will be a UC San Diego undergraduate student for the 2018-2019 academic year without a leave of absence
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- 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
- Familiarity with (or strong desire to learn about) a variety of artistic mediums and forms of activism
- Program planning and/or gallery experience a plus
- Interest in developing knowledge and experience in visual, literary, and/or performance art
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- Provide once a week front desk staff coverage from 8:30-10:30am or 6-9pm
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- 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 blog with quarterly submissions
- 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
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- 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 conjunction with the Program Assistant Intern and Joy de la Cruz Art and Activism Intern, design, develop, implement, and evaluate a Breather Series art-related program fall quarter
- In collaboration with the Program Assistant Intern and Joy de la Cruz Art and Activism Intern- design, develop, implement and evaluate one joint program winter quarter
- Design one interest-specific or hot topic passive program board end of each quarter on the small board
- Design one interest-specific or hot topic passive program board in the end of fall and beginning of spring quarters on the large board in conjunction with the Program Assistant Intern
- Design one “Critique This” passive programming board early-fall and early-spring quarter in conjunction with the Program Assistant Intern
- Collaborate to develop, plan, and execute a passive All People’s Celebration art activity on May 23, 2018 in collaboration with the Program Assistant Intern and Joy de la Cruz Art and Activism Intern or an equivalent project during the spring quarter
- Attend and facilitate small group discussions at the Beyond La Jolla winter event and support Joy de la Cruz Art and Activism Intern in their planning, execution, and evaluation
- 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’ Joy de la Cruz Art and Activism Intern’s, 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
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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
SOCIAL JUSTICE EDUCATOR

10-12 Hours per week (starting September 5, 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. 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, scanning, and customer service
- Assist in facility maintenance including, but not limited to 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 fliering
- Create one “Thought Spot” passive program per quarter
- Contribute to the Common Ground blog with quarterly submissions
- Assist with Cross-Cultural Center All People’s Celebration & Recognition program
- Attend Social Justice Educator weekly team meetings 1 hour a week
- Meet with Social Justice Educator interns one hour a week for workshop and training 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 with 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
- Attend 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
- 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
- Provide publicity support for the Educational and Outreach Coordinator 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
- Assist with each affiliate organizations’ training and workshop requests and work with the Affiliates & Leadership Intern to track and document groups who have received workshops/trainings
- Lead tours, information sessions, and workshops with elementary through high school student visitors
- Complete weekly educational training material, readings and reflections
- In collaboration with the Affiliates and Leadership Intern, create and implement a workshop either winter or spring quarter, specifically for leadership and social justice development for affiliate student groups, i.e. affiliate mixer
- Implement program evaluations after SJE workshops, trainings, and programs
- Research best practices in diversity and social justice trainings and/or topic of interest and present findings to CCC staff one staff meeting on findings in winter or spring quarter
- Provide ongoing, individual and critical team feedback for the overall growth and development of SJE Team
- Assist Campus Outreach and Engagement Intern in training CCC volunteers winter quarter
- Cross-train interns on facilitation techniques, managing groups, communication, and content flow for workshops

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
- 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