

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 flyering
- 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 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
- 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

- 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 mixers
- 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