

**UC SAN DIEGO CROSS-CULTURAL CENTER  
UNDERGRADUATE STUDENT INTERN  
APPLICATION 2019-2020**

**DUE: Winter, Week 3, Tuesday, 1/22/19  
in person to the CROSS-CULTURAL CENTER BY 4:00PM**



**Please RANK the position(s) for which you are applying (1-being 1<sup>st</sup> choice) AND Rank all that apply**

<input type="checkbox"/> Affiliates & Outreach Coordinator	<input type="checkbox"/> Open to any position (no preference)
<input type="checkbox"/> Joy De La Cruz Art and Activism Intern (opt.-provide work samples)	<input type="checkbox"/> Social Justice Educator
<input type="checkbox"/> Jim Lin Alumni Relations and Development	<input type="checkbox"/> Open to any position (no preference)
<input type="checkbox"/> Common Ground Social Media & Marketing Intern (layout & graphic design skills required)- <i>provide work samples</i>	

**PLEASE TYPE ONLY (Fillable PDF)**

Name \_\_\_\_\_ Pronouns \_\_\_\_\_

Student PID # \_\_\_\_\_ Email \_\_\_\_\_

UCSD Address \_\_\_\_\_

Permanent home Address \_\_\_\_\_

Telephone\* \_\_\_\_\_ Expected graduation (mo & yr) \_\_\_\_\_

*\*Telephone must have an active working voicemail. We communicate via telephone call and email.*

Class Standing  Frosh  Soph  Junior  Senior  5+ Transfer student?  Yes  No

Currently working at UCSD?  Yes  No Will you be working there next year?  Yes  No

Would you accept another CCC intern position if offered?  Yes  No

Do you have state or federal work-study (not a condition of employment)?  Yes  No

Do you have any relatives employed at UCSD?  Yes  No

If yes, what is their name, relationship, and department \_\_\_\_\_

*The following information may be submitted in the form of a resumé. Resumé is highly preferred.*

**EDUCATION: Vocational Schools/Colleges/Universities Attended**

Name of Institution	Location	Dates Attended	Major

**VOLUNTEER AND LEADERSHIP**

Please list current and prior experiences in community and campus activities, student organizations, student government or other student programs that may be relevant to this position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

List your experience below, beginning with your present or recent position. Describe each position separately, giving special attention to experience relating to the position for which you are applying. Attach additional sheets if necessary.

Employer’s Name and Address \_\_\_\_\_

Supervisor’s Name and Telephone # \_\_\_\_\_

Your position/title \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ Hrs/wk \_\_\_\_\_

Duties (be specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer’s Name and Address \_\_\_\_\_

Supervisor’s Name and Telephone # \_\_\_\_\_

Your position/title \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ Hrs/wk \_\_\_\_\_

Duties (be specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:** Please list persons who can comment on your skills and abilities.

*\*References below must be different from Letter of Recommendation*

NAME POSITION/TITLE TELEPHONE #/Email

(Professional reference- professor, supervisor, teacher assistant, staff, volunteer supervisor, etc.)

NAME POSITION/TITLE TELEPHONE #/Email

(Character reference- i.e. fellow general body member in org, board member, peer co-worker- no family or friends)

**REQUIRED FOR A COMPLETE APPLICATION:**

*Check each box below to ensure you understood and will be apply to provide all required materials by deadline*

- Include a one page statement** detailing why you are interested in an intern position with the Cross-Cultural Center and what skills you bring to the position, especially for the Common Ground Social Media & Marketing and Joy de la Cruz Art and Activism positions (a resumé may not substitute).
- One letter of recommendation** from someone who can speak to your motivation, experience, and ability to excel in and benefit from this internship. Must come from someone in a leadership position; i.e. professor, supervisor, student org chair, staff member, volunteer staff coordinators, etc.)
- Letter of recommendation must be different from the references listed above. Letter must be signed and sealed in an envelope and handed in person;** be provided separately from your application if needed, but on or before **January 22, 2019, 4pm**. Send electronic letter(s) of recommendation to: Violeta Gonzales, [violetag@ucsd.edu](mailto:violetag@ucsd.edu) or fax attn.: Violeta Gonzales 858-822-0173
- Verify availability for mandatory conditions of employment, sign, and submit with application.

**INITIAL ELIGIBILITY** (for more additional requirements, see “Conditions of Employment”)

- I am and will be a UCSD full-time undergraduate student spring 2019 and for the 2019-2020 academic year.
- I am available to work as a UCSD part-time student intern employee September 4, 2019 to June 14, 2020. (\*some positions may potentially start August 28, 2019)
- I will not be studying abroad or taking a leave of absence during Spring 2019 and September 2019-June 2020
- I have a working voicemail and email.

*I certify that all answers and statements on this application are true to the best of my knowledge.*

SIGNATURE

DATE

**Conditions of Employment**  
**UCSD Cross-Cultural Center Undergraduate Student Internships 2019-2020**

Conditions	2019-2020 Dates	Initial-Confirm
UCSD full-time undergraduate student for the 2019-20 academic year and pay student services fees each quarter working	2019-2020 academic year	
I will not be studying abroad or be taking a leave of absence	Spring 2019 & 9/4/2019-6/12/2020	
Enroll or participate in Critical Gender Studies -2 units	Spring 2019, Fridays 1-3pm	
Complete new-hire paperwork	Mid-spring 2019 quarter	
CCC 2018-2019/2019-2020 Intern Transition Meeting (paid)	May 19, 2019, 5-8pm	
All People's Celebration hosted by the CCC (paid)	May 23, 2019, 4-6pm	
Fall intern three day, two night off-campus retreat (paid)	September 4-6, 2019 *overlaps w/finals week of summer session 2	
CCC training (paid)	September 9-13 & 16-18 & 20, 2019	
Campus Community Centers Training (paid)	September 19, 2019, 8:30am-4:30pm	
Welcome Week planning and activities (paid)	September 23-27, 2019, various times	
Attend weekly (week 1-9) All Staff meetings Fall 2019 & Winter 2020 & Spring 2020 (paid)	Mondays 3-4pm & Wednesdays 3-4pm	
Attend End of Quarter Friday week 10 meetings (paid)	12/6/19, 3/13/20, 6/5/20 3-5pm	
Available to work 10-12 hours/week at \$12.50/hour	September 4, 2019*-June 12, 2020	

**EXPECTATIONS**

- Have a working voicemail inbox. If offered an interview, you will be contacted via the phone number you provided
- Must be consistently available at least one morning (8:30-10:30a) or evening (6-9p) per week and occasional weekends.
- Be in good academic standing in accordance with UCSD's undergraduate minimum GPA requirement
- Participate in weekly supervisor/intern staff meetings (time and day TBD)
- Must attend regularly scheduled meetings with your supervisor
- Represent CCC at assigned functions and events
- Schedule changes must be approved in advanced

**DEVELOPMENTAL OUTCOMES**

Cross-Cultural Center offers you the opportunity to self-reflect, build community, as well as develop your professional skills. When you leave the CCC you will be able to translate your holistic experience into skill sets that are adaptable to any work environment. In addition to advocating for social justice, creating community, enhancing your personal development, the CCC strives to meet your professional needs and help you develop in the following areas:

- ✦ Communication Skills
- ✦ Interpersonal & Intrapersonal Skills
- ✦ Social Justice Knowledge and Awareness
- ✦ Leadership Development

**APPLICATION DEADLINE: Tuesday, January 22, 2019 at 4 pm (delivered in person to the Cross-Cultural Center)**

No late applications. Panel (5-14 people) interviews will take place Weeks 4-8, 2019.

For more information call (858) 534-9689, email [violetag@ucsd.edu](mailto:violetag@ucsd.edu), or visit [ccc.ucsd.edu](http://ccc.ucsd.edu)

*I certify that all answers and statements on this application are true to the best of my knowledge.*

SIGNATURE

DATE