

Cross-Cultural Center Professional Staff Impact Grid



Joseph Ramirez, Office Manager

- All daily management of Center
- Provides fiscal support/backup
- Ensures administrative practices and procedures
- Manages room reservations & space useage
- Supervises all intern office hours and front desk coverage
- Manages center library



Lea B Carland, Operations & Special Projects

- Initiates and manages art exhibitions
- Manages Affiliate program
- Creates & distributes PR & marketing materials
- Manages website
- Coordinates Center operations, including fiscal management, safety procedures and internal policies.
- Supervises operations & marketing interns



Nancy Magpusao, Educational Programs

- With Director, manages Friends of CCC and Advisory Board
- Initiates staff, faculty and graduate student programs and services
- Organizes campus visit requests from community
- Liasion for UCSD Staff Associations
- Processes co-sponsorships, and honoraria
- Supervises Diversity Peer Educators



Violeta Gonzales, Assistant Director

- Coordinates all student intern leadership activities
- Central coordinator of CCC events and community activities
- Provides basic crisis management and intervention
- Coordinate calendar of events
- Facilities skills workshops
- Supervises Programming interns
- With Director, develops evaluations and assessments



Edwina Welch, Director

- Supervises all CCC activities and services
- Provides guidance, training and leadership for staff and campus units
- Compiles data for yearly Center report
- Oversees Friends of the CCC group and Advisory Board.
- Develops training activitiers for staff and students
- Manages fundraising and grant activities
- Consults campus units and organizations on diversity-related issues

- Provide leadership and developmental support for all student interns: programming, business and 1-on-1 meetings
- Curriculum design for weekly staff leadership meetings
- Participate in programs involving undergraduate students, graduate student, staff, faculty and community members
- Facilitate trainings and workshops for student visits, departments, events and community groups
- Collaboration with campus community centers and campus units
- Co-create and co-organize quarterly event calendar, co-edit CCC-related material
- Assist in hiring, training and supervision of student inters
- Serve as a representative for campus and community committees
- Provide advising to student, staff and faculty
- Consolation for groups wanting to use the Center resources and referral services
- Assist in co-sponsorship support for Center programs and approval of campus funding requests