

# UCSD Cross-Cultural Center Student Internship Internal/External Impact

## Intern Positions

Diversity Peer Educators

5 students  
50 hours/week total

Staff support: NM

Programming Interns (2)  
Joy de la Cruz Art & Activism (1)

30 hours/week total

Staff support: VG

Operations Interns

3 students  
30 hours/week total

Staff support: LBC & JR

Newsletter & Marketing Intern

1 student  
10 hours/week total

Staff support LBC

## Leadership Development Components

- weekly meetings: business, leadership, one-on-one's
- leadership curriculum design and facilitation (spring)
- 1 student-initiated project/year
- event organization, outreach, Implementation
- business and leadership retreat
- ambassadors and liaisons to student organizations, campus units, community groups
- quarterly assessment reports
- quarterly program participation
- knowledge of work and communication styles
- knowledge of development models
- articulate mission and vision of the Cross-Cultural Center
- provide administrative staff support on a daily basis

## Intern Functions and Activities

- avg. 34 trainings/year for incoming students, transfer students, resident advisors
- avg. 15 community visits/year
- annual high school conferences and student-organized workshops

- avg. 22 quarterly events and co-sponsored activities
- publicity distributions/mailings
- evaluation distributions
- event facilitation
- outreach

- day-to-day operations, reception
- event scheduling, posting
- multiple database maintenance
- office management and inventory
- event and evaluation archives

- layout and design of quarterly Center newsletter
- creation of event flyers
- organize information collection, flow, and content balance to include students, staff, faculty, and community activities