

Cross-Cultural Center Internships 2009-2010

Conditions	2009 Dates	Initial to Confirm Availability
UCSD current student in good standing	2009-2010 academic year	
Complete new-hire paperwork (required)	May	
Participate in 1.5 hour training during	May 11 th -15 th	
CCC 08-09/09-10 Intern Transition Meeting	May 17 th , 3:30-9pm	
All People's Celebration hosted by the CCC	May 21 st from 5-9pm	
Fall intern two day overnight retreat (required)	September 1-4	
CCC training (required)	September 8 th -10 th	
Campus Community Centers Training (required)	September 10 th and 11 th ?	
Welcome Week planning and activities (required)	September 21 st -25 th	
Available to work 10 hours/week at \$9.50/hour	September 2009 -June 15 th 2010	

EXPECTATIONS

- Must be consistently available at least one morning (8:30-10a) or evening (7-9:30p) per week and occasional weekends.
- Participate in weekly all Center-staff meetings (time and day TBD)
- 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:

Organizational Skills

- ✦ Ability to record, update, sort, and maintain information in a clear, orderly manner through the use of calendars and other organizing tools.

Quality and Productivity

- ✦ Assessment of excellence in factors such as accuracy, completeness, and follow-through on a sufficient volume of work.

Initiative and Innovation

- ✦ Assessment of self-starting ability, creativity. Introduces new concepts and processes using independent and original thought. Involves creativity and imagination with programming, projects and problem-solving.

Communication

- ✦ Assessment of clarity of ideas expressed, effectiveness of oral and written presentations, effectiveness in listening and interacting with others in a helpful and informative manner. Asks for and provides constructive feedback and assistance.

Resourcefulness

- ✦ Assessment of understanding and utilizing resources available.

Teamwork and Collaboration

- ✦ Assessment of effectiveness in working together with colleagues at various levels to solve problems, improve work process, and accomplish specific tasks.

Punctuality and Accountability

- ✦ Assessment of timeliness and responsibility in terms of coming to work and work-related events. Involves effectiveness in working allotted hours per week.

APPLICATION DEADLINE: Monday, APRIL 6, 2009 at 4 pm (delivered to the Cross-Cultural Center)

Interviews will take place April 13-24, 2009

For more information call (858) 534-9689