



cross-cultural center

AFFILIATES & OUTREACH COORDINATOR

10 Hours per Week

September 2009 - June 2010

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. Within this context it will be a central goal of the CCC Affiliates and Outreach Coordinator Intern to build and strengthen community with Affiliate organizations and other users in order to create a welcoming and open space for members of historically under-represented groups. The Affiliates and Outreach Coordinator Intern will also create opportunities for the UCSD community to make connections with San Diego cultural and social justice nonprofit organizations in order to enrich student's learning experience and form coalitions between the CCC and the nonprofit sector. Interns will be chosen based on their proven leadership experience, potential to contribute to the mission and development of the Cross-Cultural Center, and understanding of the need for a multicultural society.

GENERAL RESPONSIBILITIES

- ▣ Provide front desk staff coverage 3 hours a week from 8:30-11:30am or 6:30-9:30pm
- ▣ Assist with CCC administrative duties including data entry, photocopying, typing, and customer service
- ▣ Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory
- ▣ Plan, organize and evaluate at least one self-initiated project
- ▣ Publicize CCC events through various outlets such as student organizations meeting visits, FACEBOOK, and campus flyering
- ▣ In conjunction with supervisor coordinate All People's Recognition Ceremony
- ▣ Participate in at least one Diversity Peer Program (DPP) event
- ▣ Contribute articles, poetry, and/or art to the Common Ground Newsletter and CCC blog quarterly
- ▣ In coordination with the Common Ground Marketing Intern contribute and design one "Thought Spot" yearly
- ▣ Attend Operations team meetings
- ▣ Attend one-on-one meetings with a full-time staff member
- ▣ Attend one one-on-one meeting with 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

- ▣ Work with SPACES Community Engagement Intern to develop, implement, and evaluate one activity for the general campus community to visit San Diego organizations working on issues of multiculturalism, diversity and pluralism
- ▣ Develop database of San Diego nonprofit organizations working on issues of diversity and social justice
- ▣ Outreach to campus departments, student organizations, and community groups via email, phone or attend meetings to make announcements and updates about the CCC
- ▣ Serve as liaison to SAAC (includes visiting meetings to make announcements, keeping CCC apprised of SAAC news and events, meeting with SAAC chair to strengthen community connections, etc.)
- ▣ Assist Operations and Marketing Manager to coordinate CCC volunteer efforts, including community service hour requests
- ▣ Assist Operations and Marketing Manager with the development of the CCC Affiliate Program
- ▣ Work with Operations and Marketing Manager to develop, coordinate, and evaluate up to two Affiliate organization meetings or trainings per quarter
- ▣ Create and implement events and programs specifically for leadership and social justice development of students in Affiliate groups
- ▣ Coordinate staff attendance for Affiliate groups' meetings and events
- ▣ Create quarterly reports about CCC services, facilities, and resources using feedback from Affiliate groups

- ▣ Build strong relations with departments, organizations, and community groups who use the Center's facilities to increase Affiliate membership
- ▣ Coordinate and participate in one-on-one meetings with Affiliate Organization representatives
- ▣ Manage Affiliate google calendar

QUALIFICATIONS

- ▣ 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 philosophy of the Cross-Cultural Center
- ▣ 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
- ▣ Position requires an individual who can work collaboratively with students, faculty, staff and the wider community which the university serves
- ▣ Working knowledge of desktop publishing and PC computers
- ▣ Must be able to work some nights & weekends
- ▣ Comfortable with public speaking
- ▣ Strong interpersonal relations skills
- ▣ Experience doing community outreach and program planning a plus
- ▣ Familiarity with UCSD cultural organizations a plus



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COMMON GROUND INTERN

(Formerly Newsletter & Marketing)

10 Hours per Week

September 2009 - June 2010

INTRODUCTION

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GENERAL RESPONSIBILITIES

- ▣ Provide front desk staff coverage 3 hours a week from 8:30-11:30am or 6:30-9:30pm
- ▣ Assist with CCC administrative duties including data entry, photocopying, typing, and customer service
- ▣ Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory
- ▣ Plan, organize and evaluate at least one self-initiated project
- ▣ Publicize CCC events through various outlets such as student organizations meeting visits, FACEBOOK, and campus flyering
- ▣ In conjunction with supervisor, help with the coordination of the All People's Recognition Ceremony
- ▣ Participate in at least one Diversity Peer Program (DPP) event
- ▣ Contribute articles, poetry, and/or art to the Common Ground Newsletter and CCC blog quarterly
- ▣ Attend Operations team meetings
- ▣ Attend one-on-one meetings with a full-time staff member
- ▣ Attend one one-on-one meeting with 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

- ▣ Develop, create, and publish one zine per quarter
- ▣ Solicit and compose zine articles about campus and national multicultural and social justice issues
- ▣ Work with the CCC and other Campus Community Center interns to publicize community events
- ▣ Create flyers and marketing materials as requested from other staff members
- ▣ Use the CCC's photography equipment to take, download, and label pictures
- ▣ Update and develop marketing materials for the CCC including brochures, signage, bookmarks, and other collateral materials
- ▣ Principal coordinator for "The Thought Spot"
- ▣ Update and maintain CCC Style Guide; train staff on CCC style guidelines
- ▣ With Operations and Marketing Manager, oversee CCC branding efforts
- ▣ Assist with website content and design development
- ▣ Advertise CCC events as needed to the Guardian, community newspapers, shuttle, marquee, and public service announcements

QUALIFICATIONS

- ▣ 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 philosophy of the Cross-Cultural Center
- ▣ 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

- ▣ Position requires an individual who can work collaboratively with students, faculty, staff and the wider community which the university serves
- ▣ Working knowledge of desktop publishing and PC computers
- ▣ Familiarity with graphics and print software such as Illustrator, Photoshop, Word, Publisher, In Design etc.
- ▣ Must have experience with HTML
- ▣ Experience developing flyers, zines, or newsletters



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DIVERSITY PEER EDUCATOR

(Four positions available)

10 Hours per Week

September 2009 - June 2010

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 Diversity Peer Program was created in 1999 as a means of extending the mission of the Cross-Cultural Center to the entire campus. The Diversity Peer Educators are extensively trained in facilitation and public speaking skills, as well as in theories of multiculturalism and multicultural stories. The program sends these trained undergraduate students to facilitate discussions about diversity and personal identity development with groups of their peers.

GENERAL RESPONSIBILITIES

- ▣ Provide front desk staff coverage 3 hours a week from 8:30-11:30am or 6:30-9:30pm
- ▣ Assist with CCC administrative duties including data entry, photocopying, typing, and customer service
- ▣ Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory
- ▣ Plan, organize and evaluate at least one self-initiated project
- ▣ Publicize CCC events through various outlets such as student organizations meeting visits, FACEBOOK, and campus flyering
- ▣ In conjunction with supervisor coordinate All People's Recognition Ceremony
- ▣ Contribute articles, poetry, and/or art to the Common Ground Newsletter and CCC blog quarterly
- ▣ In coordination with the Common Ground Marketing Intern contribute and design one "Thought Spot" yearly
- ▣ Attend Diversity Peer Educator team meetings
- ▣ Attend one-on-one meetings with a full-time staff member
- ▣ Attend one one-on-one meeting with 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 and implement diversity trainings and workshops for a variety of groups and programs including student organizations, resident advisors, orientation leaders, student government, college councils, departments, high school conferences and student organization retreats
- ▣ Plan and implement workshops/activities with affiliate groups of the CCC
- ▣ Lead tours, information sessions, and workshops with elementary through high school students that visit the Center
- ▣ Plan, organize, publicize, and evaluate one "Breather Series" as a team project per quarter
- ▣ Design and distribute flyers with the assistance of Common Ground Marketing Intern
- ▣ Consult with Center staff for activity planning and organization

QUALIFICATIONS

- ▣ 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 philosophy of the Cross-Cultural Center
- ▣ 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
- ▣ Position requires an individual who can 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



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JOY DE LA CRUZ ART & ACTIVISM INTERN

10 Hours per Week

September 2009 - June 2010

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GENERAL RESPONSIBILITIES

- ▣ Provide front desk staff coverage 3 hours a week from 8:30-11:30am or 6:30-9:30pm
- ▣ Assist with CCC administrative duties including data entry, photocopying, typing, and customer service
- ▣ Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory
- ▣ Plan, organize and evaluate at least one self-initiated project
- ▣ Publicize CCC events through various outlets such as student organizations meeting visits, FACEBOOK, and campus flyering
- ▣ In conjunction with supervisor coordinate All People's Recognition Ceremony
- ▣ Participate in at least one Diversity Peer Program (DPP) event
- ▣ Contribute articles, poetry, and/or art to the Common Ground Newsletter and CCC blog quarterly
- ▣ In coordination with the Common Ground Marketing Intern contribute and design one "Thought Spot" yearly
- ▣ Attend Operations team meetings
- ▣ Attend one-on-one meetings with a full-time staff member
- ▣ Attend 1 one-on-one with 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

- ▣ Coordinate and implement one self-initiated art and activism themed ArtSpace exhibit and program per quarter
- ▣ Outreach to community groups and campus units on joint programming and publicity featuring visual, literary, and performing arts
- ▣ Use creative venues to show facets of art as resistance, identity development, and inspiration
- ▣ Coordinate efforts with Operations Manager to help oversee art, culture, and activist programs and receptions at the center and at local venues
- ▣ Develop database of artists and arts organizations using art as a form of resistance, activism, identity development, and cultural storytelling
- ▣ Attend one art performance/show per quarter for networking and community-building purposes
- ▣ Work with UCSD ArtPower! and The Loft to collaborate on social-justice related art programs and displays
- ▣ Assist Operations and Marketing Manager with the advertising, research, and booking of temporary art exhibits within the Center
- ▣ Make recommendations on art, DVD, and book purchases for the CCC
- ▣ Once per quarter develop passive programming on art and activism using Joy de la Cruz bulletin board
- ▣ Update ArtSpace exhibit procedures and train CCC staff on procedures and best practices for art exhibits

- ▣ Research and disseminate articles and news relating to the intersections of art, activism, and student learning
- ▣ Work with campus cultural celebration committees to coordinate themed art exhibits in the CCC
- ▣ Maintain art in the CCC; switch out permanent art displays as needed
- ▣ Develop, plan, and implement community art projects, including one glass window-painting program per quarter

QUALIFICATIONS

- ▣ 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 philosophy of the Cross-Cultural Center
- ▣ 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
- ▣ Position requires an individual who can work collaboratively with students, faculty, staff, and the wider community which the university serves
- ▣ Working knowledge of desktop publishing and PC computers
- ▣ Must be able to work some nights & weekends
- ▣ Familiarity with (or strong desire to learn about) a variety of artistic mediums and forms of activism
- ▣ Program planning and/or gallery experience a plus
- ▣ Interest in and experience developing visual, literary, or performance art a plus



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PROGRAM ASSISTANT INTERN

(2 positions available)

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GENERAL RESPONSIBILITIES

- ▣ Provide front desk staff coverage 3 hours a week from 8:30-11:30am or 6:30-9:30pm
- ▣ Assist with CCC administrative duties including data entry, photocopying, typing, and customer service
- ▣ Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory
- ▣ Plan, organize and evaluate at least one self-initiated project
- ▣ Publicize CCC events through various outlets such as student organizations meeting visits, FACEBOOK, and campus flyering
- ▣ In conjunction with supervisor coordinate All People's Recognition Ceremony
- ▣ Participate in at least one Diversity Peer Program (DPP) event
- ▣ Contribute articles, poetry, and/or art to the Common Ground Newsletter and CCC blog quarterly
- ▣ In coordination with Common Ground Marketing Intern contribute and design one "Thought Spot" yearly
- ▣ Attend Programming team meetings
- ▣ Attend one-on-one meetings with a full-time staff member
- ▣ Attend one one-on-one meeting with 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

- ▣ Act as principal coordinator for one self-initiated community building event per quarter
- ▣ Act as principal coordinator for a social justice-oriented program per quarter
- ▣ In collaboration with Program Intern design, develop, implement and evaluate one joint program per year
- ▣ In collaboration with Program Intern design three heritage and/or awareness month passive programs
- ▣ Research and contribute related articles and information for heritage and/or awareness month topics to the electronic newsletter per quarter
- ▣ Assist Assistant Director with CCC educational and community building programs including, but not limited to, faculty, staff, student, and alumni programming
- ▣ Assist in program and event planning for CCC quarterly events
- ▣ Design and distribute flyers with the assistance of Common Ground Marketing Intern

QUALIFICATIONS

- ▣ 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 philosophy of the Cross-Cultural Center
- ▣ 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
- ▣ Position requires an individual who can work collaboratively with students, faculty, staff and the wider community which the university serves

- ▣ Working knowledge of desktop publishing and PC computers
- ▣ Must be able to work some nights & weekends