



cross-cultural center

COMMON GROUND INTERN

(Formerly Newsletter & Marketing)

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 Interns to program, provide services, and plan events for and about members of historically under-represented groups. Interns play a critical role in the development and operation of the CCC. The Common Ground Intern is central in helping the CCC “tell our story” and connect with people across boundaries at UCSD and the greater community. Students will be chosen as Interns 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, 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