



cross-cultural center

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