



cross-cultural center

PROGRAM ASSISTANT INTERN

(2 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. 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. 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 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