CROSS-CULTURAL CENTER
UNDERGRADUATE INTERNSHIP PROGRAM 2023-2024
SOCIAL JUSTICE EDUCATOR **
10-12 Hours per week | $18.00/ hour *
August 2023 – June 2024
* Students who have work-study are encouraged to apply.
** All Cross-Cultural Center Interns are Social Justice Educators and a specialization**
APPLICATION DUE WINTER 2023 WEEK 5- TUESDAY, FEBURARY 7th at 11:59 pm PT

Important Links:
- Cross-Cultural Center Email: cccenter@ucsd.edu
- Cross-Cultural Center Website: ccc.ucsd.edu
- Student Online Application: https://tinyurl.com/CCCInternshipApp
- Letter of Recommendation Upload Form: https://tinyurl.com/CCCRecommender

DEPARTMENT OVERVIEW:
The Cross-Cultural Center is a product of cross-cultural coalition and commitment to work in solidarity for racial and social justice through the exploration of intersectional identities, educational programs on structural inequities, and active commitment to engage in community with our values of inclusion at the forefront. The Cross-Cultural Center was born from student & community movements and the continued success of the center is directly grounded in the hard work and dedication of the students, staff, faculty, and administrators who support this vision and commitment to equity, inclusion, and diversity on our campus. Since its formation in the mid-1990s, it has been a space of education, coalition building, and strategic action to move the campus towards a more diverse and inclusive community.

The Cross-Cultural Center is a holistic learning environment where education, programs, workshops, art exhibits, and open dialogue take place. The Cross-Cultural Center is a central hub for empowering and building community among students, faculty, and staff. The Center also provides the opportunity for historically underrepresented and underserved UC San Diego students to learn about themselves, learn about others, develop as leaders, and impact communities for social change in a supportive environment.

INTERNSHIP OVERVIEW:
Cross-Cultural Center Interns provide programs, services, and plan events for and with members of historically under-represented and underserved communities. Interns play a critical role in the development and operation of the CCC through front desk reception duties, facilities management, administrative tasks, educational bulletin boards, and the implementation of social justice focused education, workshops and programs.

Interns learn job-related skills and the importance of teamwork, communication, and personality/working styles. They bring their knowledge of student passions, concerns, and issues to inform the Center’s programs and services. Interns teach their peers about social justice concepts, current social issues and strategies for community-centered social change.

The love, passion, and dedication that interns contribute to the Cross make it the ground-breaking place that it is. Every year different interns come with their own special set of interests and skills. By sharing it with the CCC, they are shaping what we are and imagining the possibilities of what we can be.
POSITION OVERVIEW:
As Social Justice Educators, interns create space for peers to think critically about social justice in ways that feel safe, supportive, and collaborative and invite people to bring their lived experiences and current social justice issues into the conversation. Interns research, plan, organize, facilitate and evaluate educational workshops and programs on social justice topics for a variety of peer groups. Workshop topics include but are not limited to
- How to Dismantle Hustle Culture and Toxic Productivity
- Challenging Ableism and Advocating for Accessibility
- Social Justice 101
- Alumni Table Talks
- Artivism Zine
- Art Receptions and Artist Talks
Social Justice is both a process and a goal, which means we are all continuing to learn and engage with our own educational journeys through readings, podcasts, reflections, and research.

GENERAL RESPONSIBILITIES:
- Provide front desk staff coverage for 2.5-4 hours each week
- Assistant with CCC administrative duties including data entry, typing, copying, and customer service
- Assist in facility maintenance including; basic cleaning, furniture rearrangements, scanning, and supply inventory
- Plan, organize, and evaluate one self-initiated project/program based on academic or career interest to include networking with faculty and/or staff
- Contribute quarterly to educational bulletin boards
- Contribute to the Common Ground blog with quarterly submissions
- Represent the CCC at tabling fairs, provide tours, and CCC informational presentations as requested
- Engage in public speaking critique sessions during all staff meetings on professional development presentation weeks
- Utilize or self-design an effective organizational tool to develop personal and professional time management skills
- Develop quarterly goals and submit the Developmental Outcomes Survey in the beginning of each quarter
- Reflect and self-assess post-program internship experience via End of the Year Survey at the end of spring quarter
- Attend one-on-one meetings with a full-time staff member weekly
- Attend and at times assist with weekly all staff meetings
- Submit feedback and recommendation for future development of the Center
- Submit weekly oral and/or written reports on internship progress
- Other duties as assigned

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 Cross-Cultural Center mission statement and PLACES
- Demonstrated ability to effectively manage time and multiple projects
- Proven experience working cooperatively as part of a team
- Demonstrated self-awareness and strong interpersonal relations skills
- Strong interpersonal skills, and ability to communicate effectively in one on one and group settings
- Ability to work collaboratively with students, faculty, staff, and the wider community that the university serves
- Working knowledge of PC computers, Canva, Google Drive, and Google Workplace (Spreadsheets, Slides, and Documents)
- Experience with community outreach and program planning is a plus
- Familiarity with UC San Diego's cultural, political, and religious organizations is a plus
- Some experience with public speaking, facilitating discussions, and workshops is a plus
● Substantial networking skills to build rapport with students and affiliated student organizations

REQUIREMENTS FOR EMPLOYMENT:
● Must be a full-time UC San Diego undergraduate student for the entire academic year (Fall, Winter, and Spring) without a leave of absence.
● Must be able to work 10-12 hours per week throughout the Fall, Winter, and Spring quarters
● Total employment hours at UC San Diego must not exceed 19.5 hours per week
● Must be available for All Staff Meetings Mondays and Wednesdays 3:00-5:00 pm Fall 2023, Winter 2024, and Spring 2024 quarters.
● Must be available for pre-Fall training starting remotely on August 1, 2023
● Must be available for pre-Fall staff overnight retreat (three day, two night) tentatively scheduled for September 7-9, 2023. Please note this overlaps with finals of Summer Session II.
● Must be available for in person pre-Fall training and development at UC San Diego starting mid September 2023, after retreat September 11, 2023 through September 29th
● Must be able to work some nights & weekends
● Must participate in the CCC Internship Practicum Course in Spring 2023, Fridays 1-3pm in person

EVERY INTERN IS A SOCIAL JUSTICE EDUCATOR AND A SPECIALIZED POSITION
In addition to serving as a Social Justice Educator, each intern will utilize a social justice lens in their specialized position within the internship program. You will be asked to rank your interest for the specialized position in the application.

Joy de La Cruz Art & Activism
Joy de La Cruz was an artist, poet, advocate, and builder of authentic community spaces. Art can be used to uplift stories, raise awareness on social and environmental issues and create a space of imagining a just and joyful future and present. The Art & Activism program seeks to create a thoughtful critique of our political, economic, and social systems asking us to engage deeply in understanding our current world and collectively imagining what centering BIPOC and QTPOC communities could look like. The Art & Activism Interns develop relationships with local artists, curate monthly art galleries, host art receptions with artists, and facilitate Artivism workshops.

This position may be for you if: You have an interest in developing knowledge and experiences in visual, literary and/or performance arts; Have familiarity with (or a strong desire to learn about) a variety of artistic mediums and forms of activism; Have experience working in artistic communities, program planning and/or gallery experience; You are interested in exploring the intersection of social justice and art.

Jim Lin Alumni Relations & Development
The roots of the Cross-Cultural Center run deep with almost 3 decades of alumni and community engagement. With an Alumni Roots community of over 700 folks, this program seeks to ensure we are all lifting as we climb, having our alumni mentor and support current students. Our alumni share stories of their time at UC San Diego, share about their intersectional identities, personal and professional journeys and how their social justice commitment has taken shape post-college. The Alumni Relations intern creates bridge spaces and facilitates connections between current students and alumni through Alumni Table Talks, round table discussions, panels, and pairing folks in the Mxntorship program.
This position may be for you if: Are interested in making connections with alumni and sharing career and professional development experiences; Enjoy facilitating discussions, asking questions and engaging in dialogue across groups around career and personal development; Have experience in Mentorship programs; Find value in mentorship and have interest in coordinating a mentorshop program for your peers; You are interested in exploring the intersection of social justice and career and professional development.

Affiliates & Leadership
The Cross-Cultural Center came as a result of a coalition of student leaders and student organizations. Student leaders continue to be central to the work of the Center. Utilizing identity affirming, community oriented and social justice frameworks to think about what leadership, organizations and communities mean within the context of higher education. The Affiliates and Leadership interns support leadership development within our affiliated student organizations while building connections and strengthening solidarities between organizations through 1:1 organization consulting, resource sharing and workshop series. The CCC has over 20 affiliated student organizations that include but not limited to: Queer Trans People of Color (QTPOC), Asian Pacific Islander Student Alliance (APSA), Black Student Union (BSU), Kaibigang Pilipin@ (KP), Movimiento Estudiantil Chicanx por Activismo (MEChA), Mixed Student Union (MSU), and Underground Scholars Initiative (USI). Learn more about the affiliates on our website.

This position may be for you if: You have an interest in connecting student leaders across organizations to build partnerships and coalitions; Familiar with navigating UC San Diego resources, policies and challenges as a student leader and want to share your experience with others; Interested in thinking about leadership strategies and skills; Have previous leadership experience with CCC Affiliated Student organizations; You are interested in exploring the intersection of leadership and social justice and in what social justice looks like as a student leader.

Outreach & Engagement
The community at the Cross-Cultural Center is one that is identity-conscious, community-centered where our multiple intersecting identities are explored and celebrated together, where folks are truly included and have a sense of belonging. The Outreach & Engagement interns seek to connect folks who are interested in social justice issues and build a community of shared values through social activities, programs and

This position may be for you if: You are passionate about supporting folks in getting connected to peers and campus resources; Are interested in getting to know individuals and helping them make connections with folks who have similar interests and values; Enjoy talking with folks 1:1 and in group settings through tabling, and presentations and dialogue; You are interested in how social justice plays a part in building community.

Common Ground Social Media & Marketing
Social media has given us an avenue to educate and build awareness around various social justice issues. It’s also a tool we use to amplify equity, inclusion, and social justice work happening at UC San Diego and locally. The SMM intern coordinates our social media and marketing presence utilizing blogs, digital educational campaigns, Breaking It Down videos, and other digital strategies to engage folks in social justice concepts and conversations beyond the walls of the Cross-Cultural Center.

This position may be for you if: Enjoy creating digital content that has a social justice focus; Have an interest in marketing as a tool of information sharing and community building; Want to develop further graphic design,
brand development, marketing and media skills; You are interested in exploring the intersection of social justice and digital media and communications; You are interested in how media can be used to advance social justice

REQUIRED FOR A COMPLETE APPLICATION:

1. Complete the online application which includes:
   a. General information about you
   b. Overview and ranking of the intern specializations
   c. Upload a resume
   d. Upload a one-page statement detailing why you are interested in an intern position with the Cross-Cultural Center and what skills, interests and experiences would you bring to the position.
   e. Online Application is due by February 7th at 11:59 pm PT (Winter 2023, Week 5)

2. One Recommendation
   a. From someone who can speak to your motivation, experience, and ability to excel in and benefit from this internship. Must come from someone in a leadership position; i.e. professor, supervisor, student org chair, staff member, volunteer staff coordinator, etc.
   b. Recommender has the option of completing recommendation form or uploading a letter
   c. Recommendation form must be completed directly from the recommender on or before February 7, 2023, 11:59 pm

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STATEMENT OF PURPOSE
Please write your Statement of Purpose with the following guidelines:
- One to two pages double spaced
- Share your interest in the internship position at the Cross-Cultural Center.
- What skills, interests and experiences would you bring to the position?
- If you have specific interest in the specialized positions, please share more about your interest in that role.

Save your Statement of Purpose in PDF form with the file titled “FirstNameLastname_CCC SOP”. Upload the PDF document to your CCC Internship Application (google form, linked above). Also, save your Resume in PDF form with the file titled “FirstNameLastname_CCC Resume”.

For questions, please contact CCCenter@ucsd.edu

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