SOcial Justice Educator: Affiliates & Leadership Intern

10-12 Hours per week (starting August 24, 2020*)
May 2020 - June 2021
(2 positions available)

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 Leadership 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. 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 once a week front desk staff coverage from 8:30-10:30am or 6-9pm, subject to change
- Assist with CCC administrative duties including data entry, photocopying, typing, 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
- Create one “Thought Spot” display board-per quarter
- Design one educational “Critique This” or display board and flyer/quarter. Advertise via Campus Community Centers’ e-news, CCC Instagram, and CCC in-house TV-display
- Contribute to the Common Ground blog with quarterly submissions
- Support affiliate student organizations with scheduled destressor and wellness programs or special interest workshops
- Attend All-Staff meetings Mondays 3-5pm and Wednesdays 3-4pm
- Represent the CCC at tabling fairs, provide tours, and CCC informational presentations as requested
- Research, design, and present two “Teach-Me’s” of choice during all staff meetings
- 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
- 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

Social Justice Educator Position Responsibilities
- Plan, implement, and evaluate diversity trainings, workshops, and programs for a variety of groups, including student organizations, residential life staff, orientation leaders, student government, college councils, departments, community-based groups, K-12 youth, and student organization retreats
- Plan, organize, facilitate, and evaluate 2-4 quarterly “SJE Presents”
- Plan and implement workshops/activities with affiliate groups of the CCC
- Complete weekly educational training material, readings and reflections
- Provide ongoing, individual and critical team feedback for overall growth and development

Affiliates and Leadership Position Responsibilities
- Outreach to student organizations and community groups via email, phone, and/or attend meetings to make announcements and updates about the CCC
- Serve as liaison to the Student Affirmative Action Committee (SAAC), which includes, but not limited to visiting meetings once a quarter to make announcements, keeping CCC updated of SAAC news and events, and meeting with SAAC chair to strengthen community connections
- Create and update Affiliates database and Google Leadership Drive including board contacts, meeting times, and events/programs
- Assist in assigning Affiliate organizational support, via one on ones and/or workshop requests to full-time staff
- Schedule one-on-one with Affiliates student organization chairs fall and winter quarter to assess their needs for the academic year to plan Center relationship activities, to include but not be limited to: a joint program with the Center or organizational leaderships workshop or activity specifically for their individual organization
- Coordinate destressor and wellness programs or support with Affiliate organizations as requested
Plan and coordinate CCC tours and CCC intro presentations to Affiliate organization general body members and board members fall quarter
LEAP (Leadership for Engagement and Advocacy) Program liaison and support as needed
Plan, coordinate, advertise and execute the fall quarter All Affiliates Mixer
Plan, coordinate, advertise and execute an all SAAC Mixer winter quarter
Collaborate, support, take lead when needed in the planning and execution of a student organization involvement fair winter quarter with Affiliates Coordinator and Outreach and Engagement interns
Distribute and advertise flyers for student organization involvement fair via CCC affiliated departments’ e-news, CCC social media outlets, physical flyering, student insider, Price Center, student organization GBMs, classrooms, and CCC in-house TV-display
Plan, coordinate, advertise and execute an all Affiliates Mixer spring quarter
Plan, coordinate, advertise and execute the all Affiliates Board Transition spring meeting
Assist with providing information on campus policies and procedures to secure funding for Affiliate organizations
Develop and distribute winter quarter evaluation using Survey Monkey or Qualtrics to create annual Affiliates Assessment Report
Advertise leadership, personal, and professional development opportunities to affiliate organizations bi- quarterly via a specialized enews and in-person announcements
Assist with any affiliates-related programming coordinated by full-time staff
Create and compile an end of the year Affiliate Program report/transition manual

QUALIFICATIONS
Will be a UC San Diego undergraduate student for the 2020-2021 academic year without a leave of absence
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
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
Strong interpersonal relations skills
Experience with community outreach and program planning a plus
Familiarity with UCSD cultural, political, and religious organizations a plus
Previous leadership experience in SAAC and/or CCC affiliated organizations preferred
Substantial networking skills to build rapport with perspective and current affiliated student organizations

*Possible opportunity to begin employment August 24, 2020 for early quarter planning and projects
SOCIAL JUSTICE EDUCATOR: JIM LIN ALUMNI RELATIONS & DEVELOPMENT INTERNSHIP

10-12 Hours per week (starting September 2, 2020)

May 2019 - June 2020

(1 position available)

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 Jim Lin Alumni Relations and Development Intern will be instrumental in developing new connections and relationships. 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 once a week front desk staff coverage from 8:30-10:30am or 6-9pm, subject to change
- Assist with CCC administrative duties including data entry, photocopying, typing, 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
- Create one “Thought Spot” display board per quarter
- Design one educational “Critique This” or display board and flyer/quarter. Advertise via Campus Community Centers’ e-news, CCC Instagram, and CCC in-house TV-display
- Contribute to the Common Ground blog with quarterly submissions
- Support affiliate student organizations with scheduled depository and wellness programs or special interest workshops
- Attend All-Staff meetings Mondays 3-5pm and Wednesdays 3-4pm
- Represent the CCC at tabling fairs, provide tours, and CCC informational presentations as requested
- Research, design, and present two “Teach-Me’s” of choice during all staff meetings
- 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

SOCIAL JUSTICE EDUCATOR POSITION RESPONSIBILITIES
- Plan, implement, and evaluate diversity trainings, workshops, and programs for a variety of groups, including student organizations, residential life staff, orientation leaders, student government, college councils, departments, community-based groups, K-12 youth, and student organization retreats
- Plan, organize, facilitate, and evaluate 2-4 quarterly “SJE Presents”
- Plan and implement workshops/activities with affiliate groups of the CCC
- Lead tours, information sessions, and workshops with elementary through high school student and community visitors
- Complete weekly educational training material, readings and reflections
- Provide ongoing, individual and critical team feedback for overall growth and development

JIM LIN ALUMNI RELATIONS AND DEVELOPMENT POSITION RESPONSIBILITIES
- Assist with research, outreach, and maintenance of Alumni database of former CCC interns and other affiliated students who have been involved with the CCC and other leadership activities as undergraduates
- Assist with matching current students to alumni for online connection by field, area of interest, or other pertinent factors. This matching can include but is not limited to:
  - How to: prepare for the job market, job interviews, utilized faculty mentors, obtain letters of reference, how internships helped them decide on what they wanted to do post-graduation, tips on applying to graduate schools, factors that determined their choices of grad school or internship, and key factors that played a role in their finding their dream job
- Produce a twice a quarter Alumni profile for the enews and in-house TV programming in “Where are they now?” segment
- Produce a quarterly alumni-focused enews with career employment tips from a social justice perspective and current CCC happenings and activities
-Assist with scheduling alumni speakers for the Alumni Roots program
-Assist with the upkeep of an online management system for scheduling undergraduate junior and senior life talk/coffee hour one-on-ones to explore life after college planning conversations with CCC professional staff, as well as assist with the marketing and outreach of this program. Work with the Affiliates and Leadership Interns for participant recruitment.
-Work with the Director to develop one alumni/career-oriented workshop potentially with other departments, like SPACES, on a variety of topics (see bullet #2 in Position Responsibilities for examples)
-Create online tip worksheets for current students related to preparing their portfolio, resume, linked in profile or other helpful links
-Support the development, management, collection, and uploading of video recorded interviews from visiting alumni guest speakers
-Career services and Alumni office liaison. Stay abreast and help advertise upcoming career fairs and other campus opportunities, as well as, submit flyers or event write ups for the Center enews
-Share leadership, personal, and professional development opportunities to the Affiliates and Leadership intern
-Create and compile an end of the year Alumni Program report/transition manual
-Distribute and advertise flyers for alumni programs via CCC affiliated departments’ e-news, CCC social media outlets, physical flyering, student insider, Price Center, student organization GBMs, classrooms, and CCC in-house TV-display

QUALIFICATIONS
-Will be a UC San Diego undergraduate student for the 2020-2021 academic year without a leave of absence
-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
-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
-Preferred experience with designing flyers, utilizing professional social media platforms, such as LinkedIn and Facebook
-Strong interpersonal relations skills
-Experience doing outreach and program planning a plus
SOCIAL JUSTICE EDUCATOR: JOY DE LA CRUZ ART & ACTIVISM INTERN

10-12 Hours per week (starting September 2, 2020)  
May 2020 - June 2021  
(3 positions available)

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. Joy de la Cruz was a daughter, sister, artist, poet, dreamer, Pinay, and activista. Established in her honor, this position will continue her legacy by infusing art, culture, community and activism.

GENERAL RESPONSIBILITIES
- Provide once a week front desk staff coverage from 8:30-10:30am or 6-9pm, subject to change
- Assist with CCC administrative duties including data entry, photocopying, typing, 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
- Create one “Thought Spot” display board-per quarter
- Design one educational “Critique This” or display board and flyer/quarter. Advertise via Campus Community Centers’ e-news, CCC Instagram, and CCC in-house TV-display
- Contribute to the Common Ground blog with quarterly submissions
- Support affiliate student organizations with scheduled destressor and wellness programs or special interest workshops
- Attend All-Staff meetings Mondays 3-5pm and Wednesdays 3-4pm
- Represent the CCC at tabling fairs, provide tours, and CCC informational presentations as requested
- Research, design, and present two “Teach-Me’s” of choice during all staff meetings
- 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 one-on-one meetings with a full-time staff member weekly
- Attend and at times assist with weekly ArtSpace 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

SOCIAL JUSTICE EDUCATOR POSITION RESPONSIBILITIES
- Plan, implement, and evaluate diversity trainings, workshops, and programs for a variety of groups, including student organizations, residential life staff, orientation leaders, student government, college councils, departments, community-based groups, K-12 youth, and student organization retreats
- Plan, organize, facilitate, and evaluate 2-4 quarterly “SJE Presents”
- Plan and implement workshops/activities with affiliate groups of the CCC
- Lead tours, information sessions, and workshops with elementary through high school student and community visitors
- Complete weekly educational training material, readings and reflections
- Provide ongoing, individual and critical team feedback for overall growth and development

JOY DE LA CRUZ ART AND ACTIVISM POSITION RESPONSIBILITIES
- Coordinate logistics, implement, and evaluate one art and activism themed art reception per quarter located in the ArtSpace to include identifying on and off-campus artists, negotiating contracts, and hanging of physical art
- Independently research new art and/or rotate existing art in order to switch out art exhibits of all three art spaces: Conference Room, Hallway A/B and ArtSpace quarterly
- Organize and maintain existing artwork in CCC storage and inventory of supplies
- Update and maintain CCC artwork database
- Research, plan, coordinate, and evaluate the “Beyond La Jolla” program in the winter and spring quarters
- Create a Dia de los Muertos altar or Trans Day of Remembrance gallery or World AIDS Day TV display in fall quarter
- Solicit and/or collaborate with a variety of constituents (Graduate students, staff, faculty, students, community members, departments, etc.) to plan any of the above mentioned exhibits, receptions or programming that has an art & activism theme
- Support the Social Media and Marketing Intern in the curation of the in-house television programming displays with quarterly digital art galleries and the weekly presentation of digital marketing materials and flyers
- Co-create art gallery in celebration of the CCC’s anniversary in spring quarter
- Create and distribute flyers for galleries and art and activism programs via CCC affiliated departments’ e-news, CCC social media outlets, physical flyering, student insider, Price Center, student organization GBMs, classrooms, and CCC in-house TV-display

QUALIFICATIONS
- Ability to lift up to 15 lbs with arm extension. Ability to use up to a 5 step ladder to hang art
- Will be a UC San Diego undergraduate student for the 2020-2021 academic year without a leave of absence
- 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
- 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 developing knowledge and experience in visual, literary, and/or performance art
SOCIAL JUSTICE EDUCATOR: OUTREACH & ENGAGEMENT INTERN
10-12 Hours per week (starting August 24, 2020*)
May 2020 - June 2021
(2 positions available)

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 Leadership 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. 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 once a week front desk staff coverage from 8:30-10:30am or 6-9pm, subject to change
- Assist with CCC administrative duties including data entry, photocopying, typing, 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
- Create one “Thought Spot” display board per quarter
- Design one educational “Critique This” or display board and flyer/quarter. Advertise via Campus Community Centers’ e-news, CCC Instagram, and CCC in-house TV display
- Contribute to the Common Ground blog with quarterly submissions
- Support affiliate student organizations with scheduled destressor and wellness programs or special interest workshops
- Attend All-Staff meetings Mondays 3-5pm and Wednesdays 3-4pm
- Represent the CCC at tabling fairs, provide tours, and CCC informational presentations as requested
- Research, design, and present two “Teach-Me’s” of choice during all staff meetings
- Engage in public speaking critique sessions during all staff meetings on professional development presentation weeks
- Utilize or 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 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

SOCIAL JUSTICE EDUCATOR POSITION RESPONSIBILITIES
- Plan, implement, and evaluate diversity trainings, workshops, and programs for a variety of groups, including student organizations, residential life staff, orientation leaders, student government, college councils, departments, community-based groups, K-12 youth, and student organization retreats
- Plan, organize, facilitate, and evaluate 2-4 quarterly “SJE Presents”
- Plan and implement workshops/activities with affiliate groups of the CCC
- Lead tours, information sessions, and workshops with elementary through high school student and community visitors
- Complete weekly educational training material, readings and reflections
- Provide ongoing, individual and critical team feedback for overall growth and development

OUTREACH AND ENGAGEMENT POSITION RESPONSIBILITIES
- Outreach to student organizations and community groups via email and/or attend meetings to solicit interest to increase affiliate membership
- Co-plan, coordinate, execute, and evaluate a First Year Mixer and Transfer Student Mixer fall quarter
- Co-plan, coordinate, execute, and evaluate a Commuter Student Mixer winter quarter
- Support the planning and execution of a student organization involvement fair winter quarter with Affiliates Coordinator and the Affiliates and Leadership interns
- Co-plan, coordinate, execute, and evaluate two URM (underrepresented and underserved) mixers spring quarter, i.e. Summer Bridge, Student Success Programs, CASP, First Generation, Veterans, TRiO, IDEAs programs, etc.
- Serve as CCC student representative at programming committees and collaborations (Triton Day, Transfer Day, Homecoming, etc.
- Serve as CCC’s primary presenter/coordinator at info sessions and tabling opportunities
- Keep abreast of our partners’ programs and opportunities via subscription to eNews, attending meetings with program coordinators, and attending their events
Primary follow-up to CCC enews’ sign-ups from tabling events and programs to support the growth of the Affiliates Program, solicit interest in the Social Justice Leadership Academy, and advertise CCC programs

Create and maintain a CCC partners’ email list

Develop and disseminate a CCC partners’ bi-quarterly enews

Liaison with special programs such as, First Year Experience (FYE) programs, Chancellor’s Associate Scholars Program (CASP), Success Coaching program, PATHs, Summer Bridge, TRIO, Triton Summer Academy, “2xcel,” Student Retentions Services, CARE at SARC, Orientation Leaders, College Councils, etc., for the purposes of developing social justice, communication, and leadership educational opportunities

Distribute and advertise flyers for mixer programs via CCC affiliated departments’ e-news, CCC social media outlets, physical flyering, student insider, Price Center, student organization GBMs, classrooms, and CCC in-house TV-display

QUALIFICATIONS

Will be a UC San Diego undergraduate student for the 2020-2021 academic year without a leave of absence

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

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

Strong interpersonal relations skills

Experience with community outreach and program planning a plus

Familiarity with UCSD cultural, political, and religious organizations a plus

**Networking and public speaking experience is preferred**

Substantial networking skills to build rapport with perspective and current affiliated student organizations

*Possible opportunity to begin employment August 24, 2020 for early quarter planning and projects
**SOCIAL JUSTICE EDUCATOR: SOCIAL MEDIA & MARKETING INTERN**

10-12 Hours per week (starting August 24, 2020*)
May 2020 - June 2021
(2 positions available)

**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 provide services, and plan events for and about members of historically under-represented groups. Internees 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 once a week front desk staff coverage from 8:30-10:30am or 6-9pm, subject to change
- Assist with CCC administrative duties including data entry, photocopying, typing, 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
- Create one “Thought Spot” display board per quarter
- Design one educational “Critique This” or display board and flyer/quarter. Advertise via Campus Community Centers’ e-news, CCC Instagram, and CCC in-house TV-display
- Contribute to the Common Ground blog with quarterly submissions
- Support affiliate student organizations with scheduled destressor and wellness programs or special interest workshops
- Attend All-Staff meetings Mondays 3-5pm and Wednesdays 3-4pm
- Represent the CCC at tabling fairs, provide tours, and CCC informational presentations as requested
- Research, design, and present two “Teach-Me’s” of choice during all staff meetings
- 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 Goals 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

**SOCIAL JUSTICE EDUCATOR POSITION RESPONSIBILITIES**
- Plan, implement, and evaluate diversity trainings, workshops, and programs for a variety of groups, including student organizations, residential life staff, orientation leaders, student government, college councils, departments, community-based groups, K-12 youth, and student organization retreats
- Plan, organize, facilitate, and evaluate 2-4 quarterly “SJE Presents”
- Plan and implement workshops/activities with affiliate groups of the CCC
- Lead tours, information sessions, and workshops with elementary through high school student and community visitors
- Complete weekly educational training material, readings and reflections
- Provide ongoing, individual and critical feedback for overall growth and development

**SOCIAL MEDIA AND MARKETING POSITION RESPONSIBILITIES**
- Oversee the management of the quarterly blog theme
- Curate and manage online presence/blog on behalf of the CCC with regular posts (weekly, monthly, quarterly)
- Manage and update in-house TV publicity weekly
- Curate and build infrastructure in the fall for Center TV programming in winter and spring, i.e. weekly music hours/movie, etc.
- Coordinate TV programming with CCC Jim Lin Alumni Relations and Development intern on “Where are they Now?” alumni segments
- Coordinate digital art gallery TV programming with CCC Joy de la Cruz Art and Activism interns
- Create social justice education marketing campaigns via social media platforms (i.e. Artivist Mondays, Tune in Tuesdays, Wellness Wednesdays, etc.)
- Produce flyers for CCC intern and staff events
- Create Facebook events for CCC interns and staff
- Frequently update and manage all CCC social media outlets (e.g. Facebook, Twitter, Tumblr, Instagram & Vimeo), to include advertising for CCC affiliates, alumni, campus, community, and CCC’s events and announcements
- Create electronic flyers in collaboration with board designer for all Display Boards to advertise on enews and/or Facebook
Oversee, manage, and develop digital marketing infrastructure to include oversight of publicity calendar for social media posting via outlets, such as Facebook and Instagram

- Track social media analytics and report results to supervisor biweekly
- Support advertising for all CCC staff and intern programs, galleries, and Critique This Boards via CCC affiliated departments’ e-news, CCC social media outlets, physical flyering, soliciting class extra credit, student insider, Price Center, student organization GBMs, classrooms, and CCC in-house TV-display
- Take lead role in photographing CCC events and properly archiving them in the share drive
- Plan, coordinate, and evaluate a community workshop winter and/or spring quarter (i.e. how to’s, technical skills building, etc.)

QUALIFICATIONS

- Will be a UC San Diego undergraduate student for the 2020-2021 academic year without a leave of absence
- 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
- 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, PC & MAC software/computers.
- **Familiarity with web/graphic design software (Adobe Photoshop, InDesign, Illustrator, Microsoft Publisher, html or similar, Canva, etc.)**
- Understanding and familiarity of social media and networking outlets to effectively update constituents
- Strong experience with developing calendars, newsletters, and other print materials

*Possible opportunity to begin employment August 24, 2020 for early quarter planning and projects*