

SOCIAL JUSTICE EDUCATOR: AFFILIATES & LEADERSHIP INTERN

10-12 Hours per week (starting August 23, 2021*)
September 2021 - June 2022



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 CampusCommunity 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 and Wednesdays 3-5pm
- ▣ 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 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

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 e-news 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 2021-2022 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 23, 2021 for early quarter planning and projects