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 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
- 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
- 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”
- 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 the fall quarter All Affiliates Mixer

Plan, coordinate, advertise and execute an all SAAC Mixer winter 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 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*