



## **SOCIAL JUSTICE EDUCATOR: AFFILIATES & LEADERSHIP INTERN**

10-12 Hours per week (starting August 22, 2022\*)  
August 2022 - June 2023

### **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 Team database and Affiliate Google Drive including board contacts, events/programs,

and resources

- 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 each 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 2-3 events for Affiliates Fall and Winter quarter, including a mixer and workshop
- 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
- 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 2022-2023 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
- Substantial networking skills to build rapport with perspective and current affiliated student organizations
- Previous leadership experience in SAAC and/or CCC affiliated organizations preferred**

\*Possible opportunity to begin employment August 22, 2022 for early quarter planning and projects