



# **SOCIAL JUSTICE EDUCATOR: JIM LIN ALUMNI RELATIONS & DEVELOPMENT INTERN**

10-12 Hours per week (starting August 31, 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 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 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

## **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:
  - o 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 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

**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