

SOCIAL JUSTICE EDUCATOR: JOY DE LA CRUZ ART & ACTIVISM INTERN

10-12 Hours per week (starting September 1, 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 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 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

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 Día 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 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
- ▣ **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