

SOCIAL JUSTICE EDUCATOR: OUTREACH & ENGAGEMENT INTERN

10-12 Hours per week (starting August 24, 2020*)

May 2020 - June 2021

(2 positions available)



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 3-5pm and Wednesdays 3-4pm
- ▣ 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

OUTREACH AND ENGAGEMENT POSITION RESPONSIBILITIES

- ▣ Outreach to student organizations and community groups via email and/or attend meetings to solicit interest to increase affiliate membership
- ▣ Co-plan, coordinate, execute, and evaluate a First Year Mixer and Transfer Student Mixer fall quarter
- ▣ Co-plan, coordinate, execute, and evaluate a Commuter Student Mixer winter quarter
- ▣ Support the planning and execution of a student organization involvement fair winter quarter with Affiliates Coordinator and the Affiliates and Leadership interns
- ▣ Co-plan, coordinate, execute, and evaluate two URM (underrepresented and underserved) mixers spring quarter, i.e. Summer Bridge, Student Success Programs, CASP, First Generation, Veterans, TRiO, IDEAs programs, etc.
- ▣ Serve as CCC student representative at programming committees and collaborations (Triton Day, Transfer Day, Homecoming, etc.
- ▣ Serve as CCC's primary presenter/coordinator at info sessions and tabling opportunities
- ▣ Keep abreast of our partners' programs and opportunities via subscription to enews, attending meetings with program coordinators, and attending their events

- ▣ Primary follow-up to CCC enews' sign-ups from tabling events and programs to support the growth of the Affiliates Program, solicit interest in the Social Justice Leadership Academy, and advertise CCC programs
- ▣ Create and maintain a CCC partners' email list
- ▣ Develop and disseminate a CCC partners' bi-quarterly enews
- ▣ Liaison with special programs such as, First Year Experience (FYE) programs, Chancellor's Associate Scholars Program (CASP), Success Coaching program, PATHs, Summer Bridge, TRiO, Triton Summer Academy, "2xcel," Student Retentions Services, CARE at SARC, Orientation Leaders, College Councils, etc., for the purposes of developing social justice, communication, and leadership educational opportunities
- ▣ Distribute and advertise flyers for mixer 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 2020-2021 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
- ▣ **Networking and public speaking experience is preferred**
- ▣ Substantial networking skills to build rapport with perspective and current affiliated student organizations

*Possible opportunity to begin employment August 24, 2020 for early quarter planning and projects