

Cross Cultural Center Community - Job Description

Assistant III: \$10.75/hour, (*maximum \$3,000 total annual earnings*)

Asian & Pacific Islander Community Student Coordinator 17-18

Job Purpose

- Serve as a community liaison for underserved/underrepresented communities of color
- Serve as liaison to students, student organizations, faculty, Ethnic Studies departments, administrators and staff to maintain communication and flow of information
- Serve as ambassador of the center to promote the mission and goals of the Cross Cultural Center
- Assess, address, educate, and advocate for the issues and needs of the underrepresented and underserved communities

Job Description

- Plan and implement programs on various community issues and topics that support the mission and goals of the CCC
- Conduct outreach to campus and community groups through tabling, planning programs, conducting training, etc.
- Create programs that highlight the intersections of identity within our respective communities
- Write quarterly and ad hoc reports on student coordinator programs, progress and CCC activities
- Work with the career staff, other student coordinators, and volunteers in planning, implementing, publicizing, and evaluating CCC programs (including, but not limited to staff from the LGBTRC, WRRC, SRRC, CSI, ASUCD, MIP, EOP, SASC, HEP, etc.)
- Market all events per CCC procedures and resources such as the web

Expectations

- Develop and implement a minimum of **2 programs per quarter** that incorporate faculty collaboration and address the needs of this very diverse community
- Represent the CCC and serve on campus-wide committees and programs that impact the Asian and Pacific Islander community on campus, which include:
 - Fall Welcome
 - Asian Pacific Islander Leadership Retreat APILR
 - Asian Pacific Culture Week
 - Graduation ceremonies for this community
- Develop an ongoing relationship with the Asian American Studies Student Affairs Office, Middle East and South Asia Student Affairs Officer, and Student Peer Advisors
- Work with and mentor CCC volunteers in various roles (shadowing, planning committees, etc.) As well as tracking and reporting volunteer hours on a quarterly basis
- Develop an ongoing relationship with the Asian Pacific American Theme House, Resident Advisors and Cultural Programmers in Student Housing, BRIDGE & SAFE programs of the SRRC
- Consistently update the Event Calendar/White Board with your events/programs
- Communicate key issues, programs and projects to the community at large

- If you coordinate a Culture Day/Event Celebration/Retreat, you must be available during the event.
- Attend/Support the main annual events of the center, which may include:
 - Staff Training (September 18-22, 2017)
 - Open House (date TBA, week of September 19, 2017)
 - Grant Committee Meetings (one quarter in September –June)
 - Culture Days
 - REACH Retreat: January 12-14, 2018
 - Asian Pacific Islander Leadership Retreat: January 26-28, 2018
 - Middle Eastern & South Asian Solidarity Retreat February 9-11, 2018
 - Black Family Week: February 12-16, 2018
 - International Community Retreat February 23-25, 2018
 - Mixed Heritage Week: February 26-March 2, 2018
 - Native American Culture Days: April 9-13, 2018
 - Powwow: April 13-14, 2018
 - La Raza Cultural Days: April 23-28, 2018
 - La Gran Tardeada: April 28, 2018
 - Asian Pacific Culture Week: April 30-May 4, 2018
 - Asian Pacific Culture Night Market: May 4, 2018
 - Danzantes del Alma Annual Show: May 5, 2018
 - Middle Eastern & South Asian Community Week: May 7-11, 2018
 - Black Family Day: May 19, 2018
 - End of Year Celebration (June 2018)
- Implement and deliver programs on various community issues and topics that support the mission and goals of the CCC
- Submit your time sheets on time
- Submit your programming plans, ideas, and evaluations consistently
- Clear communication with center staff at all times

Terms of Employment

- Enroll and successfully pass EDU 160 Cross Cultural Center class in Spring 2017. This course is designed to be a ten-week, two-unit, pass/no pass class that will teach key principles and perspectives on programming, social justice and leadership.
- Accumulate a minimum of 2 hours per week of job shadowing during Spring 2017 with a current CCC staff member
- Participate in a staff training retreat scheduled for September 2017
- Participate in staff and programming meetings which take place weekly on Fridays from 10:00 AM – 12:00 PM throughout the year
- Participate in one quarter of funding proposal board meetings
- Meet weekly with supervisor
- Hold weekly office hours
- Adhere to UCD and Cross Cultural Center policies
- Work an average of 11 hours per week throughout the academic year (September to June), including 2 hours per week of front desk coverage
- Maintain good academic standing

- If you are selected for a position at the CCC, please note that, while we encourage students to run for ASUCD elected office, if elected, you may not be able to hold both an elected office position and the CCC position at the same time due to work load and our desire to support your academic goal. If elected, and depending on your academic workload, you are asked to consult with your supervisor about this option

Qualities Required

- Knowledge of Asian American and Pacific Islander cultures, history, and issues
- Must be a full-time registered student in good academic standing quarterly and cumulatively
- Understand, articulate, and address issues of multiculturalism, cross-cultural intersections, racism, sexism, heterosexism, homophobia, classism, religious oppression, cultural appropriation, etc.
- Interest in or knowledge of issues surrounding underserved and underrepresented communities on campus
- Must be willing to work throughout the academic year including evenings and occasional weekends (except for school breaks)
- Strong oral and written communication and interpersonal skills
- Ability to maintain, analyze and keep track of funds and programming budget
- Good computer skills using software such as: Microsoft Word, Excel, Power Point
- Ability to work with a diverse and multicultural team

Qualities Desired

- Work Study, DACAmented and international students are encouraged to apply
- Training in conflict resolution or mediation
- Coursework or community experience in areas related to diversity issues (i.e., social justice, identity politics, identity development, cross cultural communication, multiculturalism, topics dealing with race/ethnicity, sexuality, gender, age, ability, religion/spirituality, class)
- Background in Asian American Studies and/or Pacific Islander Studies
- Prior experience working with campus student organizations
- Previous experience developing curriculum and programs, leading workshops that promote social justice, leadership development and peer education.