

Cross-Cultural Center – Job Description

Administrative Assistant

Assistant II: \$10.50/hour (Maximum \$3,000 annual earnings)

17-18

Job Purpose

Provide administrative support to CCC staff.

Job Description

60% (VARIABLE) MYTRAVEL PREPARATION

- Under supervision from the Office Coordinator, works to prepare documents necessary for UC Davis MyTravel to process all travel and entertainment-related requests for the center
- Collect all necessary receipts, agendas, and guest lists from career staff
- Scan and send any appropriate materials to MyTravel regarding reports
- Work with Office Coordinator to follow up with career staff to assure accurate documentation has been submitted on time for MyTravel processing.

40% (VARIABLE) ADMINISTRATIVE ASSISTANT

- Serve as ambassador of the center to promote the mission and goals of the Cross Cultural Center.
- Perform general office duties such as reception, photocopying, faxing, filing, facilities reservations, checking voicemail and email, mailing correspondence and maintaining electronic mailing lists.
- Assist the CCC staff in conducting special projects including surveys, table coverage and event participation as work schedule allows.

Expectations

- Punctual attendance.
- Attention to detail.
- Timely submission of timesheets.
- Work with a diverse and multicultural team.
- Establish and maintain regular working hours.
- 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:
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 - 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 required 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 12-16, 2017
- Participate in all staff meetings which take place weekly on Fridays from 10:00 AM – 12:00 PM throughout the year
- Participate in one quarter of grant meetings during the academic year
- Attend regularly scheduled meetings with an assigned supervisor
- Adhere to UCD and Cross Cultural Center policies
- Work on average 12 hours per week, with at least 4 hours at the front desk, throughout the academic year
- Must be a full-time registered student in good academic standing quarterly and cumulatively
- 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
- Note that this position is dependent on funding for the 2017-2018 year

Qualities Required

- Must be a full-time registered student in good academic standing quarterly and cumulatively
- A good grasp of basic mathematic skills
- Achieve timely progress on multiple simultaneous projects/tasks while experiencing frequent interruptions.
- Understand, articulate, and address issues of multiculturalism, cross-cultural intersections, racism, sexism, heterosexism, homophobia, classism, religious oppression, cultural appropriation, sizeism, 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
- 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
- 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)