

**Cross Cultural Center Culture Days Student Coordinator Job Description**  
**Assistant III: \$10.75/hour**  
**Black Family Week and Day Student Co-Coordinator**  
**17-18**

**Job Purpose**

- Serve as a co-coordinator for Black Family Week and Day Culture Days program
- Serve as ambassador of the Cross Cultural Center
- Promote the mission and goals of the Cross Cultural Center

**Job Description**

- Coordinate planning and administration of Black Family Week (BFW) and Black Family Day (BFD)
- Develop working relationship and joint programming with other Culture Days programs
- Write quarterly and ad hoc reports on progress

**Expectations**

- Plan and conduct BFW and BFD Planning Committee meetings
- Establish timelines and maintain schedule
- Facilitate effective working relationships to develop a team among committee members
- Supervise committee chairs for publicity, fundraising, and program planning through completion of tasks
- Recruit and mentor BFW volunteers, including planning committee members and track and report volunteer hours on a quarterly basis
- Develop fundraising plans
- Plan and implement Black Family Day, including work on contracts, logistics, vendor coordination, and food sales
- Process department and University paperwork
- Maintain communication between planning committee, University and community
- Reach out to and incorporate faculty in programming for Black Family Week
- Conduct end of the year evaluation and submit written report to staff advisor
- Maintain BFW records and files
- Meet weekly with BFW and BFD staff advisor and hold weekly office hours
- Attend Fall Black Leadership Retreat
- 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

### **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 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
- Meet weekly with supervisor
- Hold weekly office hours
- Adhere to UCD and Cross Cultural Center policies
- Work an average of 12 hours per week throughout the academic year (September to June), including 1 potential hour 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
- Note that one of these two positions is dependent on funding for the 2017-2018 year

### **Qualities Required**

- Knowledge of Black Family Week and Day, African and African American 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, 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 organizational skills to manage multiple projects
- Ability to lead and conduct meetings
- Initiative and self-motivation
- 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 African and African American Studies
- Prior experience working with campus student organizations
- Previous experience in designing and implementing educational workshops and programs