

Cross Cultural Center –Job Description
Campus Climate & Community Outreach Coordinator III
Assistant III: \$10.75/hour (Maximum \$3,200 annual earnings)
17-18

Job Purpose

- In accordance with the mission of the Cross Cultural Center, this student coordinator will be involved in identifying & prioritizing current campus climate issues by consulting with members of the campus community. The student coordinator will plan and implement programs that address campus climate issues in consultation with the Director of the CCC and Office of Campus & Community Relations as needed. Some examples of campus climate issues include community relations, combating racism and sexism, educational inequities, and issues that affect underrepresented communities.

Job Description

- Address and respond to campus climate issues affecting the Arab, Muslim, Middle Eastern and South Asian communities in collaboration with members of the campus community.
- Serve as a Liaison between the ME/SA department/program SAO and the CCC
- Work collaboratively with other campus leaders (examples include: SRRC, Student Organizations, LGBTQIARC, ASUCD, Peer Advising Counselors, Multicultural Immersion Program Interns, Ethnic Studies Departments, & Community Organizations)
- Serve as ambassador to promote the mission and goals of the Cross Cultural Center
- Serve as bridge or link between faculty, staff and students on issues related to campus climate.
- May serve on multiple campus wide committees' including campus council on community and diversity.
- Write and submit reports on completed programs, student coordinator feedback, and CCC activities
- Work with the career staff, other student coordinator, and volunteers in planning, implementation, publicity, and evaluation of CCC programs
- Advocate on behalf of community concerns in creating safe space for safe dialogue across all communities.

Expectations

- Sustain or develop programs that support the Middle Eastern & South Asian community
- Establish relationships with student organizations of this community, the MESA academic program, and peer leaders of the community.
- Develop/Implement a minimum of **2 programs per quarter** that incorporate faculty collaboration and that address issues related to campus climate and campus community.
- Collaborate in your efforts with other CCC student coordinators and other campus groups.
- Represent the CCC and serve on major campus wide committees and programs that impact campus climate issues
- 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 Academic Advisors of Ethnic Studies and other professional staff who work
- Meet with the Associate Executive Vice Chancellor for Campus Community Relations
- Stay connected to ASUCD leadership and the issues relevant to both undergraduate and graduate populations
- 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
- Understand and promote the mission 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
- Participate in a staff/student coordinator training retreat scheduled for September 2017
- Participate in all staff meetings Fridays 10:00 AM – 12:00 PM throughout the year
- Participate in one quarter of grant meetings during the academic year
- Participate in the selection process of new student coordinators
- Attend regularly scheduled meetings with an assigned supervisor
- Hold weekly office hours
- Adhere to UCD and Cross Cultural Center policies
- Work an average of 11 hours per week; for academic year (January 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

- Note that this position is dependent on funding for the 2017-2018 year

Qualities Required

- High Interest or knowledge of issues that impact campus/community climate. For example, Middle East and South Asian Communities, Police Relations, Immigration etc.
- 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 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)
- Prior experience working with campus student organizations
- Previous experience developing curriculum and programs, leading workshops that promote social justice, leadership development and peer education.