

Cross Cultural Center - Job Description
Danzantes del Alma Co- Student Managers
Assistant III: \$10.75/hour
17-18

Job Purpose

- Serve as a student manager for Danzantes del Alma (DdA)
- 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 Danzantes del Alma (DdA) Board and dance troupe

Job Description

- Coordinate planning and administration of Danzantes del Alma rehearsals and performances, including Board Retreat, Troupe Retreat, the Annual Show and Children's Workshop
- Develop working relationships and joint programming with other Culture Days programs
- Write quarterly and ad hoc reports on programming attendance, collaborations, and DdA goals

Job Responsibilities & Duties

- Coordinate recruitment and orientation of new members
- Facilitate DdA Board and General meetings
- Develop and maintain positive working relation with DdA Dance Instructor
- Oversee follow-through on plans and decisions
- Collect annual member registration information
- Maintain schedule/calendar of all activities and deadlines on a daily/weekly basis
- Develop and maintain effective working relationships to create a team among board members and dance troupe
- Coordinate all performances and maintain timely contact with clients
- Supervise committee chairs for publicity, fundraising, and program planning through completion of tasks
- Maintain, analyze and keep track of funds and programming budget
- Plan and implement the Annual Show, including performance contracts, logistics, insurance, and ticket sales
- Collect, document and deposit dues and other payments
- Maintain member roster
- Process department and University paperwork
- Regularly meet and update with CCC web student coordinator for oversight of DdA website
- Regularly meet with CCC Graphics Student Coordinator to approve DdA publicity & Annual Show poster artwork
- Maintain communication between DdA Board, university and community, and CCC Supervisor
- Conduct end of the year evaluation and submit written annual report
- Maintain DDA records and files
- 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 EDU160 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 exiting student staff member
- Participate in a staff training retreat scheduled for September 2017
- Participate in all staff meetings which take place weekly on Fridays from 10:00AM–12:00PM throughout the year
- Work an average of 10 hours per week throughout the academic year (September to June)
- Attend regularly scheduled meetings with an assigned supervisor
- Adhere to UCD and Cross Cultural Center policies
- Must be in 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

- Must have been an active troupe member of DdA for at least one year prior to becoming student manager

- Must have strong organizational skills to manage multiple projects and the ability to lead and conduct meetings
- Knowledge of current Chicanx and Latinx community issues and needs
- Background in various Mexican dances and performances
- 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.