

Cross-Cultural Center – Job Description
Grant Coordinator & Administrative Assistant
Assistant II: \$10.50/hour
17-18

Job Purpose

- Assist the CCC in performing general office duties. Including reception, photocopying, faxing, email, facilities' reservations, checking voicemail, email, filing, mailing, and maintaining electronic mailing lists.
- Provide administrative support to Office Coordinator.
- Coordinate and be responsible for grant meetings, correspondence with applicants, and follow up with publicity. Work with fellow center student staff to effectively process all funding request from start to end.
- Coordinate with Volunteer Coordinator Student Coordinator to help utilize volunteers. Assist in recruiting, training, and assigning volunteers to be engaged in CCC programs, projects and coverage of front desk.
- Work with Office Coordinator and Volunteer Coordinator Student Coordinator to arrange the front desk coverage.

Job Description

- Monitor, retrieve and accurately forward the voicemails on the main CCC line.
- Work in cooperation with the CCC staff to distribute fliers; posters & other media to promote CCC sponsored events and other important notices.
- Provide accurate assistance to the Office Coordinator in maintaining CCC databases including data entry. Special emphasis on grant database and various CCC evaluation databases
- 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.
- Review the grant forms for accuracy and completeness before submitting to committee for decisions. Disseminate information to students and student groups regarding the funding allocation process.
- Assist with assigned follow through in the allocation process.
- Facilitate the grant review meeting & assist in evaluating the merit of proposals and level of CCC funding support.
- Maintain the CCC calendar of events.
- Assist the CCC staff in taking minutes at Friday meetings, conducting special projects including surveys, table coverage and event participation as work schedule allows.
- Establish and maintain regular working hours.

Expectations

- Provide assistants to Office Coordinator in administrative tasks and projects.
- 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 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, which will be offered Wednesdays 3pm-5pm.
- Accumulate a minimum of 2 hours per week of job shadowing during Spring 2017 with a current CCC staff member.
- Participate in a staff/student coordinator training retreat scheduled for September 2017..
- Work an average of 19 hours per week throughout the academic year (September to June), including up to 13 hours per week of front desk coverage
- 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.
- Meet weekly with supervisor.
- Adhere to UCD and Cross Cultural Center policies.
- Clear communication with all CCC staff members at all times.
- 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 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
- 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)