

Cross-Cultural Center Student Coordinator - Job Description

Graphic Design & Promotions Student Coordinator

Assistant III: \$10.75/hour

17-18

Job Purpose

- Serve as main contact for all CCC publications and promotions. You will be responsible for all of the CCC's publicity materials and for creating promotional materials that are inclusive and welcoming of all members of the campus community.
- 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 the underrepresented and underserved communities

Job Description

- Design and produce promotional material announcing CCC programs and services. This includes design concepts, selecting appropriate graphics, typestyles, papers and colors, creating designs using a variety of computer programs and working with printing vendor throughout the production process.
- Work closely with Web Maintenance & Design Student Coordinator to correlate information, design elements and oversee the design, maintenance and distribution of the CCC e-bulletin, "The Cultural Beat".
- Participate in all CCC activities, programs and services.
- Work with the career staff, other student coordinators, and volunteers in planning, implementation, publicity, and evaluation of CCC programs
- Use of marketing skills in order to collaborate with the other CCC student coordinators in producing promotional material that reflect the mission of the Cross Cultural Center

Expectations

- Fulfill all requests for graphics made by CCC staff in a timely manner
- File and review all received requests
- Complete requests within two-three weeks of submission.
- File all completed promotional materials electronically onto a shared drive that all CCC staff can access
- Mentor and incorporate help from CCC volunteers whenever possible, as well as track and report all volunteer hours on a quarterly basis.
- Save all materials in a format that allows changes to be made by supervisor.
- Be available to do other CCC tasks as assigned by supervisor
- 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
- 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 10:00 AM – 12:00 PM throughout the year
- Participate in one quarter of grant meetings during the academic year
- Attend weekly meetings with supervisor
- Adhere to UCD and Cross Cultural Center policies
- Work an average of 11 hours per week throughout the academic year, September to June
- 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 workload 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
- Experience in designing posters, flyers, or similar publications for clients
- Must be proficient in the use of Photoshop, Adobe Illustrator, InDesign, and other graphic design programs
- Ability to work within the CCC's limited publicity budget
- Ability to work under short deadlines and produce work quickly – from 1 day advance notice to more than 1 week advance notice.
- Must have basic knowledge of printing standards and prepress requirements for the output of printed materials via both traditional and digital methods
- Must have excellent self-editing/proofreading skills
- Excellent organizational and communication skills are necessary

- Ability to take initiative and to work independently with a minimum of supervision and structure
- 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)

Qualities Desired

- Work Study, DACAmented and international students are encouraged to apply
- Coursework or 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)