

Cross-Cultural Center - Job Description

Assistant III: \$10.75/hour

International Community Retreat Student Coordinator

17-18

Job Purpose

- In accordance with the mission of the Cross-Cultural Center, this student coordinator will be involved in planning the International Student Community Retreat and identifying & prioritizing current International students' needs by consulting with members of the campus community, including Services for International Student Scholars. Community needs include campus inclusion, community relations, combating racism and sexism, educational inequalities, and issues that affect undeserved communities.
- This student coordinator will support the history and contributions of both International and domestic students with focus on underrepresented and marginalized communities.

Job Description

- Address and respond to issues affecting the success of international students at UC Davis.
- Advocate on behalf of international student community concerns and create safe space for dialogue and action.
- Collaborate with SISS Global Ambassadors program.
- Establish local area community partners and develop programming on service learning and shared experiences for International and domestic students.
- Create programs and events, which support the mission and goals of the CCC.
- Plan and develop CCC community based programs which facilitate greater interaction between domestic and international students, academic units, and student services.
- Conduct outreach to campus and community groups through tabling, planning programs, serving on committees, conducting training, etc.
- Create programs that highlight the intersections of identity within international and historically underrepresented communities.
- Write quarterly and ad hoc reports on programs, progress and CCC activities.
- Work with the career staff, other interns, and volunteers in planning, implementing, publicizing, and evaluating CCC programs.
- Market all events per CCC procedures and resources such as the website and social media.

Expectations

- Build a foundation at the Cross Cultural Center to be intentionally inclusive environment for international students and provide a space for community members to explore themselves, as well as learn about identities in America and in a global context.
- Empower International students through education of issues on race, ethnicity, sexual orientation, gender identity, gender expression, religion, and their intersections.
- Develop and implement a student retreat during fall quarter that incorporates faculty and department collaboration and address the needs of this community
- 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 a student-centered approach to programming and event planning.
- 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 Cultural Day/Event Celebration, you must be available during the event day(s).

- 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 in a timely manner
- Submit your programming plans, ideas and evaluations consistently.
- Clear communication with all CCC staff members 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 (not applicable).
- Accumulate a minimum of 2 hours per week of job shadowing during Spring 2017 with a current CCC staff member (not applicable).
- Participate in a staff/student coordinator 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 11 hours per week.
- 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

Qualities Required

- Knowledge of international students and their respective 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 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.