

Cross Cultural Center - Job Description

Assistant III: \$10.75/hour

**Middle East/South Asia (ME/SA) Community Week Coordinator
17-18**

Job Purpose

- Serve as a community liaison for underserved/underrepresented communities of color
- Serve as liaison to students, student organizations, faculty, Middle East/South Asia Studies and Ethnic Studies departments, administrators, and staff to maintain quality and effective communication and community building
- Serve as ambassador of the center to promote the mission, goals and values of the Cross Cultural Center
- Assess, address, educate, and advocate for the issues and needs of Middle Eastern and South Asian communities on and off campus

Job Description

- Coordinate planning and administration of ME/SA Community Week and ME/SA Community Day
- Work closely with the ME/SA Campus Climate and Community Outreach Coordinator and ME/SA Studies Peer Advisor
- Conduct outreach to on and off campus community groups through tabling, planning programs, conducting training, etc.
- Create programs that highlight the intersections of identity within our respective communities
- Write quarterly and ad hoc reports on student coordinator programs, progress and CCC activities
- Work with the career staff, other student coordinators, and volunteers in planning, implementing, publicizing, and evaluating CCC programs (including, but not limited to staff from the LGBTQIARC, WRRC, SRRC, CSI, ASUCD, MIP, EOP, SASC, HEP, etc.)
- Promote all events per CCC procedures and resources such as the website

Expectations

- Plan and conduct ME/SA Community Week and Day Planning Committee meetings
- Establish timelines and maintain schedule
- Facilitate effective working relationships to develop a team among committee members
- Supervise committee chairs for publicity, fundraising, and program planning through completion of tasks
- Develop fundraising plans
- Plan and implement ME/SA Community Day, including work on contracts, logistics, vendor coordination, and food sales
- Process department and University paperwork
- Maintain communication between planning committee, University and community
- Reach out to and incorporate faculty in programming for ME/SA Week and Day
- Conduct end of the year evaluation and submit written report to staff advisor
- Maintain records and files
- Meet weekly with staff advisor and hold weekly office hours
- Develop and implement a minimum of 2 programs per quarter that incorporate faculty collaboration, community involvement, and address the needs of the Middle Eastern and South

Asian community. You are strongly encouraged to collaborate in your efforts with other CCC/LGBTQIARC student coordinators and other campus groups.

- Represent the CCC and serve on major campus-wide committees and programs that impact the Middle Eastern & South Asian community on campus
- Develop an ongoing relationship with Middle East/South Asia Studies Student Affairs Officer
- 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.
- 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

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 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 12 hours per week throughout the academic year (September 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 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
- Note that this position is dependent on funding for the 2017-2018 year

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 organizational skills to manage multiple projects
- Ability to lead and conduct meetings
- Initiative and self-motivation
- 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 and community building (i.e., social justice, organizing, 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 in designing and implementing educational workshops and programs
- Coalition building experience working with a wide variety of organizations and interests