

Cross Cultural Center - Job Description
Multi-Ethnic/Mixed Community & Mixed Heritage Week Student Coordinator
Assistant III: \$10.75/hour
17-18

Job Purpose

- Serve as a community liaison for underserved/underrepresented communities of color
- Serve as liaison to students, student organizations, faculty, Ethnic Studies departments, administrators and staff to maintain communication and flow of information
- Serve as ambassador of the center to promote the mission, goals and values of the Cross Cultural Center
- Conduct outreach to campus and community groups through tabling, planning programs, conducting training, etc.
- Assess, address, educate, and advocate for the issues and needs of the underrepresented and underserved communities

Job Description

- Plan and implement programs on various community issues and topics that support the mission and goals of the CCC and meet the needs of the multi-racial/mixed community
- Conduct outreach to campus and 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.)
- Market all events per CCC procedures and resources such as the web

Expectations

- Develop and implement a minimum of **2 programs per quarter** that address the needs of this community
- Represent the CCC and serve on major campus wide committees and programs that impact the Mixed/Multi Ethnic community on campus
- Develop an ongoing relationship with faculty who are currently conducting research in the mixed/multi-ethnic community, and incorporate collaboration with faculty into programs every quarter
- Develop an ongoing relationship with the Mixed Student Union (MSU) leadership and cultivate new leadership to build on success from previous leadership
- Mentor and incorporate CCC volunteers into programs and events, as well as tracking and reporting volunteer hours on a quarterly basis
- Assist with the marketing and management of the community listserv
- In collaboration with MSU, plan and coordinate the annual Mixed Heritage Week in the spring quarter
- Consistently update the Event Calendar/White Board with your events/programs
- Communicate key issues, programs and projects to the community at large
- 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 (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 9, 2018)
- Implement and deliver programs on various community issues and topics that support the mission and goals of the CCC
- Submit your timesheets 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

- Must be in good academic standing quarterly and cumulatively
- 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 current 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
- 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 up to 2 hours per week of front desk coverage
- 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

- Knowledge of Mixed Heritage Week, Multi-ethnic/Mixed identity, history, politics, community and 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.