

Cross Cultural Center – Job Description
Native American Cultural Days & Community Student Coordinator
Assistant III: \$10.75/hr
17-18

Job Purpose

- To serve as a student coordinator for annual Native American Culture Days (NACD) program at the Cross Cultural Center (CCC)
- To act as a liaison between the CCC, NACD/Powwow Committee, and the Native American Community on/off the UC Davis campus
- To serve as an ambassador of the center to promote the mission, goals, and values of the CCC
- Assess, address, educate, and advocate for the issues and needs of Native American students

Job Description

- Coordinate the planning and administration of Native American Cultural Days (NACD)
- Work closely with Program Coordinator, Powwow Student Coordinator, and NACD/Powwow Committee to facilitate the planning, coordination, and execution of Native American Culture Days throughout the year
- Plan and implement quarterly programs on various community issues and topics of interest to the Native American constituents on campus
- Conduct outreach both on and off campus to the Native American community at large
- Participate in and attend Native American Student Union (NASU) meetings to and provide updates as necessary
- Assist in recruiting students for the NACD/Powwow Committee and in the facilitation of weekly meetings during Fall, Winter, and Spring Quarter
- Work closely with Program Coordinator and NACD/Powwow Committee to create/update a Planning Manual
- Create programs that highlight the intersections of identity within our respective communities
- Provide quarterly and ad hoc reports on progress to CCC and NACD/Powwow Committee
- Assist in the development of fundraising plans and the management of the programming budget
- Work with and mentor volunteers in various roles (shadowing, planning committees, etc) by tracking and reporting volunteer hours on a quarterly basis
- Maintain communication between committee, Native American community (on and off campus), and CCC
- Assist in maintaining NACD records, files, and compilation of annual NACD history
- Maintain communication with and consult with Native American constituents on campus, including but not limited to: Native American Student Union, American Indian Science and Engineering Society, American Indian Recruitment and Retention, Native American Studies, Student Affairs Officer in Native American Studies, etc.
- 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, WRRRC, SRRC, CSI, ASUCD, MIP, EOP, SASC, HEP, etc.)

Expectations

- Make community consultation, and cultural competency a priority in the NACD/Powwow planning, coordination, and implementation

- Represent the CCC by attending community events on campus such as Native American Orientation, Native American Fall Welcome, American Indian Recruitment & Retention Annual Retreat and/or Conference, etc.
- Assess, address, educate, and advocate for the issues and needs of Native American students
- Develop and implement a minimum of **2 programs per quarter** that incorporate faculty collaboration, community involvement and address the needs of this community. You are strongly encouraged to collaborate in your efforts with other CCC/LGBTRC student coordinators and other campus groups.
- Develop an ongoing relationship with Native American constituents on campus, including but not limited to: Native American Student Union, American Indian Science and Engineering Society, American Indian Recruitment and Retention, Native American Studies, Student Affairs Officer in Native American Studies, Native American Theme Floor Resident Advisor and Cultural Programmer, etc.
- 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 (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.
- Accumulate a minimum of 2 hours per week of including but not limited to committee shadowing and intern shadowing during Spring 2017 Quarter (i.e. shadow committee members: various interns on committee, student representatives, faculty, and staff)
- Participate in a special committee-initiated training

- Must be in good academic standing quarterly and cumulatively
- 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
- Participate in one quarter of grant meetings during the academic year
- Attend regularly scheduled meetings with an assigned supervisor
- Adhere to the 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 per quarter. Front desk is not required during the quarter of NACD.
- 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, familiarity and experience with the Native American community on campus, and/or at large
- Cultural competency, and experience working collaboratively and collectively with various constituents
- 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

- Experience with Native American Cultural Days planning, coordination, and implementation
- Background in Native American Studies
- Experience working with Native American student organization on campus (i.e. Native American Student Union, American Indian Recruitment & Retention, American Indian Science and Engineering Society, etc)
- Work Study, DACAmented and international students are encouraged to apply
- Training in conflict resolution or mediation
- Coursework or community experience in areas related to Native American Studies, diversity issues (i.e., social justice, community organizing, identity politics, identity development, cross cultural communication, multiculturalism, topics dealing with race/ethnicity, youth work, 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.