

Cross Cultural Center - Job Description
Web Design/Maintenance Student Coordinator
Assistant IV: (\$14.50/hour)
17-18

Job Description

- Create and maintain the Cross Cultural Center's website.
- Market all events per CCC procedures via the web
- Write quarterly and ad hoc reports on web updates, progress and CCC activities
- Serve as the main contact for all CCC web-related materials and maintenance
- Serve as ambassador of the center to promote the mission and goals of the Cross Cultural Center through the website

Expectations

- Maintain, update, and further develop the existing website of the Cross Cultural Center
- Attend weekly meetings with supervisor
- Communicate finished tasks in person or via email.
- Update and maintain CCC calendar of events online and work closely with the Administrative Assistant to relay information
- Work in cooperation with the Office Coordinator, Graphic Design Student Coordinator, CCC Staff and volunteers to distribute flyers, posters and other media - to promote CCC sponsored events and other important notices.
- Submit time sheets in a timely manner
- Attach a spreadsheet of time/project breakdown to the time sheet each time it is submitted.
- Clear communication with all CCC staff members at all times
- Assist Cross Cultural Center staff and student coordinators with any other tasks as workload permits.
- Understand and promote the mission of the CCC

Terms of Employment

- Attend regularly scheduled meetings with an assigned supervisor
- Adhere to the Statement of Inclusion as well as UCD and Cross Cultural Center policies
- Work an average of 6 to 8 hours per week throughout the academic year and earlier if possible
- 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
- Strong oral and written communication and interpersonal skills
- Working knowledge of HTML and CSS and/or other coding language

- Good computer skills using software such as: Dreamweaver, TextEdit, Fugu/Cuberduck/Fetch, Javascript, and/or Photoshop

Qualities Desired

- Work Study students welcomed, but not required
- 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)