Cross-Cultural Center – Job Description
Administrative Assistant
Assistant II: $10.00/hour (Maximum $3,000 annual earnings)
16-17

Job Purpose
Provide administrative support to CCC staff.

Job Description
60% (VARIABLE) MYTRAVEL PREPARATION
• Under supervision from the Office Coordinator, works to prepare documents necessary for UC Davis MyTravel to process all travel and entertainment-related requests for the center
• Collect all necessary receipts, agendas, and guest lists from career staff
• Scan and send any appropriate materials to MyTravel regarding reports
• Work with Office Coordinator to follow up with career staff to assure accurate documentation has been submitted on time for MyTravel processing.

40% (VARIABLE) ADMINISTRATIVE ASSISTANT
• Serve as ambassador of the center to promote the mission and goals of the Cross Cultural Center.
• Perform general office duties such as reception, photocopying, faxing, filing, facilities reservations, checking voicemail and email, mailing correspondence and maintaining electronic mailing lists.
• Assist the CCC staff in conducting special projects including surveys, table coverage and event participation as work schedule allows.

Expectations
• Punctual attendance.
• Attention to detail.
• Timely submission of timesheets.
• Work with a diverse and multicultural team.
• Establish and maintain regular working hours.
• Communicate key issues, programs and projects to the community at large.
• Attend/support the main annual events of the center, which include:
  o Staff Training (September 12-16, 2016)
  o Open House (date TBA, week of September 19, 2016)
  o Grant Committee Meetings (one quarter in September – June)
  o Culture Days
    ▪ Black Family Week: February 13-17, 2017
    ▪ Mixed Heritage Week: February 27-March 3, 2017
    ▪ Native American Culture Days: April 10-14, 2017
    ▪ Powwow: April 14-15, 2017
    ▪ Asian Pacific Culture Week: April 17-21, 2017
    ▪ Asian Pacific Culture Night: April 21, 2017
• Danzantes del Alma Annual Show: TBA
• La Raza Cultural Days: April 24-28, 2017
• La Gran Tardeada: April 29, 2017
• Middle Eastern/South Asian Community Week: May 1-5, 2017
• Middle Eastern/South Asian Day: May 5, 2017
• Black Family Day: May 20, 2017
  o End of Year Celebration (June 9, 2017)
• Understand and promote the mission of the CCC

Terms of Employment
• Enroll and successfully pass EDU 160 Cross Cultural Center class in Spring 2016. 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 2016 with a current CCC staff member
• Participate in a staff training retreat scheduled for September 12-16, 2016
• 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 during the academic year
• Attend regularly scheduled meetings with an assigned supervisor
• Adhere to UCD and Cross Cultural Center policies
• Work on average 12 hours per week, with at least 4 hours at the front desk, throughout the academic year
• Must be a full-time registered student in good academic standing quarterly and cumulatively
• 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
• Note that this position is dependent on funding for the 2016-2017 year

Qualities Required
• Must be a full-time registered student in good academic standing quarterly and cumulatively
• A good grasp of basic mathematic skills
• Achieve timely progress on multiple simultaneous projects/tasks while experiencing frequent interruptions.
• 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
• 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
• 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)