

**Cross Cultural Center**  
**Campus Climate & Community Outreach Coordinator**  
**Job Description**  
**2020-2021**

**Salary:** \$13.50/hour (Assistant III)

**Reports to:** Program Coordinator or Associate Director

**# of Positions:** 4

The Campus Climate & Community Outreach Coordinator (CCCOC) serves as an ambassador of the Cross Cultural Center by promoting its mission, goals, and values. The CCCOC will be involved in identifying and prioritizing current campus climate issues by consulting with members of the campus community. The CCCOC will plan and implement programs that address campus climate issues in consultation with the Career Staff and the Office of Campus & Community Relations as needed. Community needs/campus climate issues include: campus inclusion, community relations, combating all forms of oppression, educational inequalities, and other issues that affect underserved communities. Each of the CCCOC will focus on one of the following focus areas:

- CCCOC I – General
- CCCOC II – Middle Eastern/North African/South Asian
- CCCOC III – Culture & Identity Summit Coordinator
- CCCOC IV – Community Action Summit Co-Coordinator

**Job Duties**

- Serve as ambassador to promote the mission and goals of the Cross Cultural Center
- Serve as bridge or link between faculty, staff and students on issues related to campus climate.
- Serve as the principal student coordinator of a program or series/workshop dealing with campus climate issues in consultation with the Associate Director of the CCC.
- Work collaboratively with other student leaders (examples include: Student Organizations, ASUCD, Peer Advising Counselors (PACs), Community Organizations, etc.)
- May be appointed to serve on multiple campus wide committees, including the Campus Council on Community and Diversity.
- Outreach to campus and community groups through tabling, planning programs, conducting training, etc.
- Write and submit reports on completed programs, student coordinator feedback, and CCC activities
- Work with the career staff, other student coordinators, and volunteers in planning, implementation, publicity, and evaluation of CCC programs
- Address and respond to campus climate issues affecting the various student communities in collaboration with members of the campus community.
- Advocate on behalf of community concerns in creating safe space for safe dialogues across all communities.

**Required Skills & Knowledge**

- Must be a 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, ableism, 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 collaboratively with a diverse team

### **Preferred Skills & Knowledge**

- 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 (e.g. 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 registered student organizations
- Previous experience developing curriculum and programs, leading workshops that promote social justice, leadership development and peer education
- Previous experience coalition building with varying stakeholders with various interests