Office of Student Life
Job Description: Graduate Intern for Multicultural Engagement
Part-Time (20 Hours/Week)

CCA Intern Program

The California of the Arts Student Affairs Graduate Internship program prepares students for a wide range of career opportunities in student affairs at the postsecondary level. This program provides students with an opportunity to develop first hand knowledge of the student affairs profession and gain hands on experience in many areas within the Division of Student Affairs at CCA. Furthermore, the CCA Graduate Internship program will afford students the opportunity to analyze the functions of various administrative departments, their relationships to one another and to the institution in order to understand contemporary societal issues and their impact from an institutional perspective. Working with experienced student affairs administrators the Interns will work to improve the quality of life on campus, foster a safe, healthy, and respectful environment, support academic achievement and success, and promote leadership and civic engagement. The Interns also participate in College-wide projects and professional development opportunities and begin developing their professional network.

Position Summary:
Under the supervision of the Dean of Students and the Associate Director of Residential Life & Student Life the Graduate Intern for Multicultural Engagement will develop and implement programs to challenge and support the development and exploration of identity for students. The Intern will act as a resource and advocate for student diversity initiatives and trainings to increase multicultural understanding and growth. This position is San Francisco based residing in the Panoramic Residences. The GIME participates in a weekly on-call rotation that is inclusive of scheduled college closings such as winter and spring breaks.

Responsibilities Include:

- Develop and implement programs to meet the cultural, academic, spiritual and personal development of students in historically marginalized groups.
- Serve as support to identity based student organizations.
- Understand and address the unique needs of underrepresented groups within the student body.
- Serve as a resource for training and program development for student focused diversity initiatives and increasing multicultural competence.
- Support College policies and guidelines
• Assist with planning of all aspects of heritage months, multicultural leadership programming, and events.
• Build and maintain an inventory of materials for a multicultural resource library.
• Attend mandatory, regularly scheduled Student Life Intern meetings and trainings
• Attend regular one-on-one meetings with supervisor
• Devote 20 hours per week to the internship (structure to be determined by supervisor)
• Participate in collaborative projects with other interns when appropriate
• Cultivate and maintain good working relationships with staff, faculty and students
• Assist with New Student Orientation
• Participate in student leadership trainings
• Additional duties as assigned by the Dean of Students/ Associate Director for Residential Life & Student Life.

Staff Supervision, Training and Selection
• Supervises Student Life work-study students and manage administrative duties under the direction of the Dean of Students / Associate Director for Residential Life & Student Life.
• Participates in the selection and training processes of the work-study students.

Student Activities
• Coordinates, benchmarks, and assesses Oakland and San Francisco based student life events and initiatives with a multicultural focus including, but not limited to, workshops, heritage month events and trainings. Tasks include ordering supplies, reserving space, event setup and breakdown, etc.
• Manages the promotion of student life events through the use of social media channels, print material, and other forms of appropriate communication to the campus community.
• Encourage and support students, student organizations, departments, and academic programs, on events that benefit the student community and align with the college’s mission.
• Perform other similar and related duties as assigned
• Bring creative ideas and energy to the position

Live-in Requirements
• The GIME will be required to live in their assigned residence hall for the duration of their contracted employment.
• Participate in the Residence Life weekday and weekend on-call rotation with full-time and intern staff during the academic year and semester breaks. Acts as contact person for residential student crises for all residence halls on a scheduled basis and will be required to respond to emergency and other situations during and after normal business hours.
• Provide a timely response to all requests from students, staff, supervisors, and other College personnel for information and materials as directed.

Administration:
• Meets regularly with the Dean of Students / Associate Director for Residential & Student Life for supervisory meetings.
• Meets regularly with work study students for training / planning meetings.

Additional Responsibilities:
Performs other duties as assigned.

Minimum Qualifications:
• Enrollment in Masters program required; School of Education preferred
• Demonstrated passion and support for all students regardless of race, gender, ethnicity, sexual orientation, ability, nationality and/or language.
• Experience designing multicultural programming and working with a diverse population preferred.
• Knowledge of current issues of multiculturalism, diversity, and race and ethnic group relations necessary.
• Demonstrated supervisory experience or related skills.
• Ability to balance collaborative and independent work.
• Excellent written, oral, social media-based and interpersonal communication skills.
• Sensitivity to the needs and issues of students in the arts/ design/ architecture fields preferred.
• Proficiency in using Microsoft Office Suite, particularly Word and Excel and strong general computer skills.
• Ability to transport or access transportation for job requirements on the Oakland Campus.

Note: This is a 10-month live-in position, which requires evening and weekend responsibilities. On-call for evenings, weekends and college break periods will be shared with other staff members.

Time Commitment:
• A full year commitment is required. 2nd year term extended based on satisfactory evaluation at the end of the 1st year. August 1st– May 31st (Summer Intern or Practicum opportunities may be available with the Division of Student Affairs)

Compensation:
• Single room in shared apartment provided in SF based residence hall
• $300 meal card.
• Access to free college shuttle service to and from the CCA Oakland Campus during weekdays while the college is in session.
**Work Schedule:**
- 20 hours/week with the exception of 30 hours a week during the weeks of RA Training and Orientation in the month of August and the first week staff returns in January.

**Supervisor:**
- Dean of Students and Associate Director for Residential Life & Student Life

**Application Procedure:**
- Please visit [http://myusf.usfca.edu/student-life/graduate-internships](http://myusf.usfca.edu/student-life/graduate-internships) for details on how to apply.