

**Graduate Intern for Intercultural Center  
The Cultural Centers Department  
Division of Student Life**

Under the supervision of an Assistant Director of The Cultural Centers and with support from the Cultural Centers staff, the intern is responsible for developing and promoting the educational and programmatic initiatives of the Intercultural Center (IC), while gaining exposure to the operation of this administrative unit within student affairs. Particular focus will include partnership initiatives with the various academic and student affairs areas.

**Cultural Centers' Values**

The Cultural Centers bring students together to increase their understanding, and embrace their roles, as members of a diverse community on the local and global levels.

The Gender & Sexuality Center and the Intercultural Center engage in this work through our shared values: Community. Empowerment. Intersectionality. Growth. Solidarity.

**Community**

The Cultural Centers unify individuals across identities, backgrounds and experiences. Our positive, caring and discerning community creates a sense of belonging for students.

**Empowerment**

The Cultural Centers inspire students to find their agency and authentic voice to express their needs. Students feel empowered to explore their passions and act.

**Intersectionality**

The Cultural Centers understand the complexity and beauty of the multiple intersecting identities students bring into the world. Our programs encourage students to embrace their whole self.

**Growth**

The Cultural Centers believe that all students have the capacity to deepen their consciousness by building upon their unique lived experiences. Programs encourage students to bravely engage in challenging dialogues within a supportive space.

**Solidarity**

The centers cultivate support and advocacy for, and with, marginalized identities and communities. Programs provide opportunities for students to gain a deeper understanding of injustices and work towards social change in community.

### **Cultural Centers Mission Statement**

The Cultural Centers build community by honoring the multiple embodiments of gender identity, gender expression, sexual orientation, race, ethnicity, class, ability, religion, sex and the many other identities that shape the lives of our students.

We cultivate the personal growth of all students; advocate for students from marginalized identities and communities; and empower students to engage in dialogue towards healthy relationships to create a more inclusive learning environment.

Grounded in our Jesuit mission to serve students, the Cultural Centers foster the awareness, knowledge, and skills necessary for students to be self-reflective and create positive social change.

### **Cultural Center Vision Statement:**

To engage all USF students in transformative introspection, leading to self-advocacy and solidarity that then transforms the campus and the world.

For more information, please visit our website: <https://myusf.usfca.edu/student-life/cultural-centers>

### **Goals for the CC graduate intern include but are not limited to:**

- Gain an understanding of the theoretical frameworks, and more generally skills and knowledge that inform the practice of diversity education in student affairs.
- Gain and/or enhance skills and knowledge of how cultural centers operate and collaborate with various university departments and student organizations to fulfill its mission.
- Develop and strengthen programming, evaluation, training, management, advising, and supervisory skills.
- Gain an understanding of the needs historically underserved students (women, people of color, LGBTQ students, etc.) and efforts that are known to increase retention and persistence.

## **PROFESSIONAL COMPETENCIES**

### **Personal and Ethical Foundations:**

Involves the knowledge, skills, and dispositions to develop and maintain integrity in one's life and work; this includes thoughtful development, critique, and adherence to a holistic and comprehensive standard of ethics and commitment to one's own wellness and growth. Personal and ethical foundations are aligned because integrity has an internal locus informed by a combination of external ethical guidelines, an internal voice of care, and our own lived experiences. Our personal and ethical foundations grow through a process of curiosity, reflection, and self-authorship.

### **Organizational and Human Resources**

Includes knowledge, skills, and dispositions used in the management of institutional human capital, financial, and physical resources. This competency area recognizes that student affairs professionals bring personal strengths and grow as managers through challenging themselves to build new skills in the selection, supervision, motivation, and formal evaluation of staff; resolution of conflict; management of the politics of organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology, crisis management, risk management and sustainable resources

## **Social Justice and Inclusion**

While there are many conceptions of social justice and inclusion in various contexts, for the purposes of this competency area, it is defined here as both a process and a goal which includes the knowledge, skills, and dispositions needed to create learning environments that foster equitable participation of all groups while seeking to address and acknowledge issues of oppression, privilege, and power. This competency involves student affairs educators who have a sense of their own agency and social responsibility that includes others, their community, and the larger global context. Student affairs educators may incorporate social justice and inclusion competencies into their practice through seeking to meet the needs of all groups, equitably distributing resources raising social consciousness, and repairing past and current harms on campus communities.

## **Student Learning and Development**

Addresses the concepts and principles of student development and learning theory. This includes the ability to apply theory to improve and inform student affairs and teaching practice.

## **GENERAL SCOPE OF RESPONSIBILITIES**

During the work experience, the intern will participate in all the center's operations to gain a comprehensive understanding of the administrative, programmatic, developmental, and strategic aspects of the centers. The major components of this internship include:

### Supervision and administration

- With support from one of the Co-Directors of The Cultural Centers and in partnership with the other Co-Director of the Cultural Centers and the other grad intern, supervise IC interns including mentor, advise, and provide feedback, conduct regular check-in meetings, support program development and implementation.
- Conduct 360 staff evaluations every semester.
- Coordinate and conduct IC intern training, including staff meetings and professional development.
- Understand operations, process and procedures of the Centers including staff meeting coordination, learning budget policies and procedures, becoming familiar with logistics pertinent to on campus program implementation, support web presence through social media resources such as Facebook, Twitter, etc.

### Programming development, support and implementation

- Along with the Co-Directors, help develop and implement the programmatic themes, initiatives and other related programs for the year.
- Develop and implement the End of the Year Graduation Ceremonies.
- Provide support as needed for the implementation of Cultural Centers programs including but not limited to Fall and Spring Orientation Programs, Admissions presentations and panels.
- Co-facilitate diversity and social justice educational workshops and training programs as needed for various faculty, staff, student constituents.

### Professional growth and development (research, facilitation skills, networking)

- Shadow the Co-Directors in selected trainings and meetings for the Division of Student Life (e.g., grant writing, publications, admission, leadership team, etc.) and professional development (e.g., CaCCCHE, ACPA/NASPA, etc.).
- Facilitate social justice discussions with Cultural Centers interns to gain teaching experience.

Other duties as assigned.

## **QUALIFICATIONS:**

Please note that each of the internships will focus heavily on supervising the undergraduate interns in the IC, in addition to supporting the general programs and initiatives of both Centers. Therefore the ideal candidate should have some substantive knowledge base and experience that will enable them to provide appropriate leadership.

- Educational focus on student affairs, higher education, inter/cross/multicultural education, ethnic studies, women's/gender and sexualities studies, or related field; concurrent enrollment in the HESA Master's degree program required.
- Experience in program (e.g., workshops, trainings, events, etc.) development and implementation preferred.
- Experience working with historically underrepresented and under-served students (students of color, women, and/or LGBTQ students) in a higher education environment is preferred.
- Ability to handle multiple projects simultaneously with accuracy and thoroughness.
- Advanced analysis, computer, organization and time management skills.
- Ability to handle confidential issues appropriately.
- Excellent communication skills with an emphasis on interpersonal communication.
- Must be available to fulfill evening and weekend duties.

Time Commitment and Compensation: A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. Intern will work M-F (some evenings and/or weekends required) at a rate of \$20.00 per hour for up to 790 hours per year. 25 hours per week for 4 weeks prior to the fall semester starting, 2 weeks prior to the spring semester, and 20 hours per week during the semester. Funding support for professional development, MUNI pass, or Dons Dollars in the amount of \$350 will be provided by the host department. Please note all compensation is taxable.

Hiring Manager: Erin Echols, Director of the Cultural Centers

Application Procedure: Please visit <https://myusf.usfca.edu/student-life/graduate-internships> for details on how to apply.