The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

The Coordinator, Cross Cultural Centers (CCC) will provide leadership and support to the daily programs and services of the CCC, including program planning, budget management, student services, resource development, community relations, and program assessment. This position will work as a team with the CCC staff, and work directly with programs and services related to the Asian Pacific Islander Student Resource Center (APISRC).

Responsible To: Director or Assistant Director, CCC (as assigned)

Qualifications:
- Bachelor’s degree required. Master’s degree in higher education/student affairs, ethnic/cultural studies or related field by employment date preferred.
- Awareness and ability to advocate for the concerns, pressures, and inequities of first-generation students in higher education, women, people of color, people with diverse genders and sexualities, and other marginalized communities required.
- Knowledge of and commitment to the principles of current student development, cultural competency, and leadership for social justice required.
- Creativity, high motivation, organization, and coordination abilities required.
- Strong communication and facilitation skills required.
- One to two years’ experience in student services, cross cultural/multicultural center, Asian Pacific Islander center or related social justice programming preferred.
- Knowledge of and skill in budgeting, fiscal management, and reporting.
- Skills related to current business operations including software and appropriate programs required.
- Public relations and promotion skills required, including use of social media, apps, and other digital publicity/marketing methods preferred.
- Experience in student services in a higher education setting preferred.
- Supervisory experience preferred.

Essential Duties:
- Provides leadership and supervision to student programming and staff related to the APISRC, serving as a resource in the planning and implementation of educational and cultural programs.
- Coordinates long and short term educational programs and services focusing on ethnicity, gender, class, student success, retention, graduation, and other related social and community issues.
- Coordinates Cultural Grad Celebrations with CCC team.
- Assesses programs and services to meet student needs and reflect current professional practices.
- Assist in the preparing handbooks, reports, brochures, and manuals for the department as needed.
- Performs other duties as assigned.

Closing Date: Review of applications will begin September 11, 2018 and continue until the position is filled. A completed application, resume, and cover letter should be emailed to jobopenings@cslanet.calstatela.edu

Click here for link to application: https://www.calstatelausu.org/usuforms/u-su/ProfessionalEmployment.pdf