



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**

**5154 State University Dr.
Los Angeles, CA 90032**

Phone:
323.343.2450

Fax:
323.343.5101

Website:
www.calstatela.edu/usu

Office Hours:
Monday-Friday
8:00a.m.-5:00p.m.

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 person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

UNIVERSITY-STUDENT UNION
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
Coordinator, Cross Cultural Centers (Program Coordinator)
Pan African Student Resource Center

Work week class: Non-exempt
Work schedule: 5/40 hours to be arranged Weekends/evenings: May be required
Annual rate: \$47,220 - \$67,140

General Statement:

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 Pan African Student Resource Center (PASRC).

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

Qualifications:

- Bachelor 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, 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, Pan African 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 PASRC, 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.
- Assists in developing the CCC calendar of events.
- Develop and assess marketing and social media campaigns for CCC events.
- Monitors all programming and publicity tasks and deadlines.
- Recruits, selects, trains, leads, and evaluates the center's student assistants.
- Assists in developing and monitoring department budgets.
- Prepares and maintains program resource files (i.e. contracts, reservations, event information).
- Attends daytime, evening, and weekend events to ensure appropriate implementation.
- Attends California Council of Cultural Centers in Higher Education (CaCCCHE) quarterly meetings.
- Develops and maintains contacts and resources with Student Life, academic and administrative colleagues.
- Assists in the preparing handbooks, reports, brochures, and manuals for the department as needed. Coordinates other program or cultural centers, as needed.
- Performs other duties as assigned.

Closing Date:

Review of applications will begin April 10, 2019 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>