Coordinator, Cross Cultural Centers (Program Coordinator)
Pan African Student Resource Center

**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, 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 (CaCCCCE) 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@calstatela.edu
Click here for link to application: https://www.calstatelausu.org/usuforms/u-su/ProfessionalEmployment.pdf