

## **AFRICAN AMERICAN COMMUNITY BUILDING COORDINATOR (CBC)**

### **1 Position Available**

#### **Responsibilities & Job Description:**

- Identify individuals, organizations, clubs, departments, etc. who are your constituents and stakeholders
- Develop a communication and networking system with constituents & stakeholders to share information, brainstorm ideas for projects, receive feedback and input, and to bring information back to MCC
- Develop activities and events that facilitate community building, a sense of place and belonging.
- Minimum of two weekly office hours are required. This time will be used to make contacts, plan publicity, work on budgets, etc.
- Invite community to participate in MCC events
- Write an end-of-year report with summary, evaluations, recommendations for next year
- Other duties as assigned

#### **Purpose of Position**

- Contribute to the retention of students by facilitating student involvement and community building with a special focus on traditionally underrepresented students
- Expand the mission of the MCC by networking with new students early in their HSU experience
- Assist students to find a sense of place at HSU
- Share information about the MCC's programs, events and activities
- Expand networking skills and abilities
- Expand time-management skills
- Expand event planning skills and experiences

#### **Qualifications:**

- A minimum 2.5 cumulative GPA
- Ability to work with diverse groups of people
- Good communication skills
- Ability to work in a team environment

#### **Expectations:**

- CBC will have weekly office hours at the MCC and meet with the Coordinator at least twice a month
- Participate in the MCC's Fall Retreat, MCC Orientation/Trainings, weekly staff meetings, and end-of-year Retreat
- CBC will log hours worked in the Google Doc provided by the Office Manager
- CBC will provide feedback and assessment of work at the end of each semester

#### **Compensation:** \$1,350 position allocation.

Pay will be based on hours worked in office, planning meetings, networking, at events, and special projects. Community Building Coordinators will be paid at the end of each month.

## **ASIAN & PACIFIC ISLANDER COMMUNITY BUILDING COORDINATOR (CBC)**

### **1 Position Available**

#### **Responsibilities & Job Description:**

- Identify individuals, organizations, clubs, departments, etc. who are your constituents and stakeholders
- Develop a communication and networking system with constituents & stakeholders to share information, brainstorm ideas for projects, receive feedback and input, and to bring information back to MCC
- Facilitate the planning of the Creating Community Reception (fall semester)
- Facilitate the planning of the Moon Festival (fall semester)
- Facilitate planning of Lunar New Year (spring semester)
- Develop activities and events that facilitate community building, a sense of place and belonging. Utilize the reception and other gatherings to gather ideas
- Minimum of two weekly office hours are required. This time will be used to make contacts, plan publicity, work on budgets, etc.
- Invite community to participate in MCC events
- Write an end-of-year report with summary, evaluations, recommendations for next year
- Other duties as assigned

#### **Purpose of Position**

- Contribute to the retention of students by facilitating student involvement and community building with a special focus on traditionally underrepresented students
- Expand the mission of the MCC by networking with new students early in their HSU experience
- Assist students to find a sense of place at HSU
- Share information about the MCC's programs, events and activities
- Expand networking skills and abilities
- Expand time-management skills
- Expand event planning skills and experiences

#### **Qualifications:**

- A minimum 2.5 cumulative GPA
- Ability to work with diverse groups of people
- Good communication skills
- Ability to work in a team environment

#### **Expectations:**

- CBC will have weekly office hours at the MCC and meet with the Coordinator at least twice a month
- Participate in the MCC's Fall Retreat, MCC Orientation/Trainings, weekly staff meetings, and end-of-year retreat.
- CBC will log hours worked in the Google Doc provided by the Office Manager
- CBC will create a community calendar of events and activities and communicate regularly with MCC Outreach Coordinator about this calendar
- CBC will provide feedback and assessment of work at the end of each semester

#### **Compensation:** \$1,350 position allocation.

- Pay will be based on hours worked in office, planning meetings, networking, at events, and special projects. Community Building Coordinators will be paid at the end of each month.

## **INTERNATIONAL COMMUNITY BUILDING COORDINATOR (CBC)**

### **1 Position Available**

#### **Responsibilities & Job Description:**

- Identify individuals, organizations, clubs, departments, etc. who are your constituents and stakeholders
- Develop a communication and networking system with constituents & stakeholders to share information, brainstorm ideas for projects, receive feedback and input, and to bring information back to MCC
- Assist with the planning of the Autumn Moon Festival (fall semester)
- Assist with the planning of the Lunar New Year and International Recipe Night (spring semester)
- Collaborate and communicate with International Center
- Develop activities and events that facilitate community building, a sense of place and belonging. Utilize the Moon Festival and other gatherings to gather ideas
- Minimum of two weekly office hours are required. This time will be used to make contacts, plan publicity, work on budgets, etc.
- Invite community to participate in MCC events
- Write an end-of-year report with summary, evaluations, recommendations for next year
- Other duties as assigned

#### **Purpose of Position**

- Contribute to the retention of students by facilitating student involvement and community building with a special focus on traditionally underrepresented students
- Expand the mission of the MCC by networking with new students early in their HSU experience
- Assist students to find a sense of place at HSU
- Share information about the MCC's programs, events and activities
- Expand networking skills and abilities
- Expand time-management skills
- Expand event planning skills and experiences

#### **Qualifications:**

- A minimum 2.5 cumulative GPA
- Ability to work with diverse groups of people
- Good communication skills
- Ability to work in a team environment

#### **Expectations:**

- CBC will have weekly office hours at the MCC and meet with the Coordinator at least twice a month
- Participate in the MCC's Fall Retreat, MCC Orientation/Trainings, weekly staff meetings, and end-of-year Retreat
- CBC will log hours worked in the Google Doc provided by the Office Manager
- CBC will create a community calendar of events and activities and communicate regularly with Outreach Coordinator about this calendar
- CBC will provide feedback and assessment of work at the end of each semester

#### **Compensation:** \$1,350 position allocation.

Pay will be based on hours worked in office, planning meetings, networking, at events, and special projects. Community Building Coordinators will be paid at the end of each month.

## **LATINO COMMUNITY BUILDING COORDINATOR (CBC)**

### **1 Position Available**

#### **Responsibilities & Job Description:**

- Identify individuals, organizations, clubs, departments, etc. who are your constituents and stakeholders
- Develop a communication and networking system with constituents & stakeholders to share information, brainstorm ideas for projects, receive feedback and input, and to bring information back to MCC
- Facilitate the planning of the El Grito (spring semester)
- Facilitate the planning of the Dia de los Muertos in collaboration with the Latino Center for Academic Excellence (fall semester)
- Develop activities and events that facilitate community building, a sense of place and belonging. Utilize the reception and other gatherings to gather ideas
- Minimum of two weekly office hours are required. This time will be used to make contacts, plan publicity, work on budgets, etc.
- Invite community to participate in MCC events
- Write an end-of-year report with summary, evaluations, recommendations for next year
- Other duties as assigned

#### **Purpose of Position**

- Contribute to the retention of students by facilitating student involvement and community building with a special focus on traditionally underrepresented students
- Expand the mission of the MCC by networking with new students early in their HSU experience
- Assist students to find a sense of place at HSU
- Share information about the MCC's programs, events and activities
- Expand networking skills and abilities
- Expand time-management skills
- Expand event planning skills and experiences

#### **Qualifications:**

- A minimum 2.5 cumulative GPA
- Ability to work with diverse groups of people
- Good communication skills
- Ability to work in a team environment

#### **Expectations:**

- CBC will have weekly office hours at the MCC and meet with the Coordinator at least twice a month
- Participate in the MCC's Fall Retreat, MCC Orientation/Trainings, weekly staff meetings, and end-of-year Retreat
- CBC will log hours worked in the Google Doc provided by the Office Manager
- CBC will create a community calendar of events and activities and communicate regularly with MCC Outreach Coordinator about this calendar
- CBC will provide feedback and assessment of work at the end of each semester

#### **Compensation:** \$1,350 position allocation.

Pay will be based on hours worked in office, planning meetings, networking, at events, and special projects. Community Building Coordinators will be paid at the end of each month.

## **NATIVE AMERICAN COMMUNITY BUILDING COORDINATOR (CBC)**

### **1 Position Available**

#### **Responsibilities & Job Description:**

- Identify individuals, organizations, clubs, departments, etc. who are your constituents and stakeholders
- Develop a communication and networking system with constituents & stakeholders to share information, brainstorm ideas for projects, receive feedback and input, and to bring information back to MCC
- Facilitate the planning of annual Indigenous Peoples Week (fall semester)
- Assist with planning of annual Big Time & Social Gathering (spring semester)
- Develop activities and events that facilitate community building, a sense of place and belonging. Utilize the reception and other gatherings to gather ideas
- Minimum of two weekly office hours are required. This time will be used to make contacts, plan publicity, work on budgets, etc.
- Invite community to participate in MCC events
- Write an end-of-year report with summary, evaluations, recommendations for next year
- Other duties as assigned

#### **Purpose of Position**

- Contribute to the retention of students by facilitating student involvement and community building with a special focus on traditionally underrepresented students
- Expand the mission of the MCC by networking with new students early in their HSU experience
- Assist students to find a sense of place at HSU
- Share information about the MCC's programs, events and activities
- Expand networking skills and abilities
- Expand time-management skills
- Expand event planning skills and experiences

#### **Qualifications:**

- A minimum 2.5 cumulative GPA
- Ability to work with diverse groups of people
- Good communication skills
- Ability to work in a team environment

#### **Expectations:**

- CBC will have weekly office hours at the MCC and meet with the Coordinator at least twice a month
- Participate in the MCC's Fall Retreat, MCC Orientation/Trainings, weekly staff meetings, and end-of-year Retreat
- CBC will log hours worked in the Google Doc provided by the Office Manager
- CBC will create a community calendar of events and activities and communicate regularly with Outreach Coordinator about this calendar
- CBC will provide feedback and assessment of work at the end of each semester

#### **Compensation:** \$1,350 position allocation.

Pay will be based on hours worked in office, planning meetings, networking, at events, and special projects. Community Building Coordinators will be paid at the end of each month.

## **QUEER COMMUNITY BUILDING COORDINATOR (CBC)**

### **1 Position Available**

#### **Responsibilities & Job Description:**

- Identify individuals, organizations, clubs, departments, etc. who are your constituents and stakeholders
- Develop a communication and networking system with constituents & stakeholders to share information, brainstorm ideas for projects, receive feedback and input, and to bring information back to MCC
- Facilitate the planning of the Creating Community Reception (fall semester)
- Facilitate the planning of National Coming Out Day & Day of Silence (fall semester)
- Assist with planning of annual Q-Fest
- Collaborate & communicate with ERC
- Develop activities and events that facilitate community building, a sense of place and belonging. Utilize the reception and other gatherings to gather ideas
- Minimum of two weekly office hours are required. This time will be used to make contacts, plan publicity, work on budgets, etc.
- Invite community to participate in MCC events
- Write an end-of-year report with summary, evaluations, recommendations for next year
- Other duties as assigned

#### **Purpose of Position**

- Contribute to the retention of students by facilitating student involvement and community building with a special focus on traditionally underrepresented students
- Expand the mission of the MCC by networking with new students early in their HSU experience
- Assist students to find a sense of place at HSU
- Share information about the MCC's programs, events and activities
- Expand networking skills and abilities
- Expand time-management skills
- Expand event planning skills and experiences

#### **Qualifications:**

- A minimum 2.5 cumulative GPA
- Ability to work with diverse groups of people
- Good communication skills
- Ability to work in a team environment

#### **Expectations:**

- CBC will have weekly office hours at the MCC and meet with the Coordinator at least twice a month
- Participate in the MCC's Fall Retreat, MCC Orientation/Trainings, weekly staff meetings, and end-of-year Retreat
- Meet with all CBC's at least twice a semester
- CBC will log hours worked in the Google Doc provided by the Office Manager
- CBC will create a community calendar of events and activities and communicate regularly with Outreach Coordinator about this calendar
- CBC will provide feedback and assessment of work at the end of each semester

#### **Compensation:** \$1,350 position allocation.

Pay will be based on hours worked in office, planning meetings, networking, at events, and special projects. Community Building coordinators will be paid at the end of the month.

## **QUEER CENTER INTERNS**

### **2 Positions Available**

*This position reports to the MCC Coordinator, and is responsible for providing research and support in the efforts to develop an HSU Queer Resource Center.*

#### **Responsibilities & Job Description:**

- Complete the Campus Pride Index by identifying and reaching out to individuals, organizations, clubs, departments, etc.
- Must have a strong commitment to creating a Queer Resource Center and working with students, faculty, staff, and community members from diverse backgrounds
- Develop a website that provides information to support queer students and their allies
- Develop a communication and networking system with constituents & stakeholders to share information, brainstorm ideas for projects, receive feedback and input, and to bring information back to the MCC Coordinator
- Other duties as assigned

#### **Purpose of Position**

- Contribute to the retention of students by facilitating student involvement and community building with a special focus on traditionally underrepresented students
- Expand the mission of the MCC by networking with new students early in their HSU experience
- Assist students to find a sense of place at HSU
- Share information about the MCC's programs, events and activities
- Expand networking skills and abilities
- Expand time-management skills

#### **Qualifications:**

- A minimum 2.5 cumulative GPA
- Ability to work with diverse groups of people
- Ability to perform work accurately and efficiently
- Good communication skills
- Professional demeanor and a good attitude
- Ability to work in a team environment

#### **Expectations:**

- Queer Center Interns will have weekly office hours at the MCC and meet with the Coordinator at least once a week
- Queer Center Interns will participate in the MCC's Fall Retreat, MCC Orientation/Trainings, weekly staff meetings, and end-of-year Retreat
- Queer Center Interns will log hours worked in the Google Doc provided by the Office Manager
- Queer Center Interns will provide feedback and assessment of work at the end of each semester

**Compensation:** \$10.00 per hour

***Possible summer and/or on-going employment through the next academic year, dependent on budget, project needs, and employee performance.***

## **SOCIAL JUSTICE SUMMIT COORDINATORS**

### **2 Positions Available**

*Two Social Justice Coordinators plan, organize, and implement the annual Social Justice Summit, which is held during the first week-end in March. The Coordinators will decide on the theme, focus, possible workshop presentations, and keynote speakers for the Summit.*

#### **Job Description and Responsibilities:**

- Collaborate with campus organizations, faculty and staff in developing the theme, focus and title for the Summit
- Research keynote speakers
- Research possible workshops and presenters
- Build teams and designate team leaders for specific tasks of the Summit
- Develop time lines and program schedule
- In collaboration with faculty on record, develop a learning outcome for the social Justice Summit class
- Facilitate the Summit Retreat which brings staff and volunteers together before the Summit
- Develop the Summit program and schedule
- Working with the MCC Graphic Designer develop the logo for the Summit
- Coordinate introductions of speakers, announcements, and information
- Coordinate all staff and volunteers during the Summit
- Coordinate evaluations of Summit
- Write and send acknowledgements to all speakers and presenters
- Write a letter to MCC Coordinator about the learning experience in planning the Social Justice Summit

#### **Purpose of position**

- Create an awesome Social Justice Summit
- Participate in the MCC's Fall Retreat, MCC Orientation/Trainings, weekly staff meetings, and end-of-year Retreat
- Expand knowledge base of social justice and the focus of the Summit
- Create a safe space for dialogue, conversation and sharing of ideas
- Enhance leadership skills and experiences for self, staff and volunteers
- Expand event planning skills and experiences

#### **Qualifications:**

- A minimum 2.5 cumulative GPA
- Ability to work with diverse groups of people.
- Good communication skills.
- Ability to work in a team environment
- Requires good organizational skills and collaboration skills

#### **Expectations:**

- Coordinators will convene at least three community gatherings in the fall semester
- Coordinators will meet regularly with MCC Coordinator
- Coordinators will provide feedback and assessment of work to the MCC Coordinator
- Coordinators will provide a written report for the next coordinators

#### **Compensation:** \$1,950 annual position allocation (each)

Pay will be based on hours worked in office, planning meetings, networking, SJS retreat, SJS events. Coordinators will be paid at the end of the month.



## **Office Staff**

### **8 Positions Available**

#### **Responsibilities & Job Description**

- Manage the student staff office
- Greet visitors, answer phones, run errands, post event fliers and help with projects
- Be knowledgeable of MCC events and be able to relay information
- Know how to navigate the MCC website
- Keep event bulletin boards up to date
- Cleaning and organizing the house and event supplies
- Ability to work in a team environment
- Other duties as assigned

#### **Purpose of position**

- To provide the necessary support to the MCC
- Enhance communication skills
- Enhance organizational and office skills
- Encourage team building and group effort

#### **Qualifications**

- A minimum 2.5 cumulative GPA
- Ability to work with diverse groups of people
- Hard working and organized
- Ability to work in a team environment

#### **Expectations**

- Participate in the MCC's Fall Retreat, MCC Orientation/Trainings, weekly staff meetings, and end-of-year Retreat
- Check in with the MCC Coordinator and/or the Office Manager during each shift to find out what projects you will be working on
- Read and understand Office Manual
- Attend MCC Retreats
- Attend MCC student staff meetings held once a week to learn about upcoming events
- Know what events are going on and how to direct visitors & callers
- Keep the house clean and organized

**Compensation:** \$10.00 per hour

**MCC Graphic Artist**  
**2 Positions Available**

**Responsibilities & Job Description:**

- Work closely with the Publications editor on the covers of publications and other design elements
- Assist with creation of fliers and posters for the MCC's programs and events
- Assist clubs with fliers and programs for their events
- Assist with graphics for Campus Dialogue on Race, Social Justice Summit, and California Big Time programs and posters
- Ability to work in a team environment
- Other duties as assigned

**Purpose of Position**

- Expand time-management skills
- Expand Adobe Creative Suites programs skills, as well as computer skills in general
- Expand drawing skills
- Expand professionalism when working with "clients"

**Qualifications:**

- A minimum 2.5 cumulative GPA
- Must have working knowledge of Adobe Creative Suites programs
- Must have working knowledge of MAC computers
- Free-hand drawing skills are preferred, but not necessary

**Expectations:**

- Artist will meet with the MCC Coordinator for at least 1 hour a week
- Artist will attend (at the best of his/her ability) MCC Student Staff Meetings held once a week
- Participate in the MCC's Fall Retreat, MCC Orientation/Trainings, weekly staff meetings, and end-of-year Retreat
- Artist will conduct a pre/post self-evaluation on his/her abilities in Adobe Creative Suites program skills, drawing skill level, time-management skills, computer proficiency, and professionalism with "clients"
- Artist will work 2-4 hours a week with more hours while working on large projects

**Compensation:** \$1,350 annual position allocation (each)

## **MCC Publications Editor**

### **1 Position Available**

#### **Responsibilities & Job Description:**

- Manage Publicity Team (writers, photographers, and Graphic Artist)
- Gather articles on events and current political events working closely with MCC student staff, Community Outreach Coordinators, clubs, and the Journalism Department
- Solicit submissions campus-wide
- Assist with Campus Dialogue on Race, Social Justice Summit, and California Big Time programs
- Produce 2 Cultural Times newsletters each semester
- Work closely with the Graphic Artist on the covers of publications and other design elements
- Work with the MCC Coordinator on a production plan at the beginning of each semester. This includes working within the budget and getting estimates from MarCom
- Ability to work in a team environment
- Other duties as assigned

#### **Purpose of Position**

- Expand supervisory skills
- Expand networking abilities
- Expand time-management skills
- Expand editing skills
- Expand Adobe Creative Suites programs skills, as well as computer skills in general
- Produce a Cultural Times newsletter each semester

#### **Qualifications:**

- A minimum 2.5 cumulative GPA
- Must have working knowledge of Adobe Creative Suites programs
- Must have working knowledge of MAC computers

#### **Expectations:**

- Editor will meet with the MCC Coordinator for at least 1 hour 2 days a week
- Editor will attend (at the best of his/her ability) MCC Student Staff Meetings held once a week.
- Participate in the MCC's Fall Retreat, MCC Orientation/Trainings, weekly staff meetings, and end-of-year Retreat
- Editor will conduct a pre/post self-evaluation on his/her abilities in supervisory skills, networking skills, time-management skills, editing skills, Adobe Creative Suites program skills, and computer proficiency
- Editor will work 2-4 hours a week with more hours as we move closer to production

**Compensation:** \$1,350 annual position allocation.