

Job Description
Student Center for Reconciliation and Diversity

SCRD Interns report to the Executive Director and Director of the Student Center for Reconciliation and Diversity

POSITION SUMMARY:

SCRD Interns design, plan, and implement programming opportunities to promote diversity awareness, intercultural understanding, racial reconciliation, and education.

ESSENTIAL DUTIES and RESPONSIBILITIES:

1. Organizes large-scale programs or workshops to promote cross-cultural awareness, social justice, understanding, and education.
2. Monitors and maintains SCR D Intern budget, and provides updated reports to the Director concerning spending, deposits, and funding needs.
3. Collaborates with other programming offices to provide educational and cross-cultural opportunities to the campus community.
4. Plans and implements Connections , Gospel Sing, Progressive Dinners, Here, Listen and Experience
5. Assists in planning and implementing Diversity Values week events.
6. Utilizes information from general assessments and evaluations to improve upon programs that are sponsored or planned by SCR D.
7. Responds to inquiries regarding multi-ethnic programs, ethnic organizations, and other resources.
8. Be willing to represent SCR D by serving on various committees comprised of staff, faculty and administration.
9. Supports ethnic organizations by promoting club events and attending ethnic organization leader meetings.
10. Maintains and updates resource folder for future SCR D Interns.
11. Meets regularly with Graduate Program Coordinator and SCR D Intern team to discuss future ideas, events, and planning.
12. Attends SCR D Office staff meetings.
14. Performs other duties as assigned by the Director.

POSITION QUALIFICATIONS and EXPECTATIONS:

- Work in the SCRCD office 12 hours per week.
- Possess and maintain a minimum G.P.A of 2.5
- Demonstrate a passion and commitment to God honoring diversity.
- Adhere to the Student Leadership covenant, university policies, standards of conduct
- Demonstrate evidence of knowledge, education, and/or experience with diversity and cross cultural awareness. This can be demonstrated through formal training, work experience, attendance at workshops, or personal life experiences.
- Team oriented and highly motivated.
- Demonstrate emotional stability and balance.
- Possess excellent communication skills
- Ability to multi-task.
- Attend the S.C.O.R.R. conference at Biola University in February, or a multicultural educational opportunity of equal status.
- Attend the annual Christian College Leadership Conference
- Attend and participate in: Imago Dei and SCRCD student leader training in August, New Student Orientation in September, and any required SCRCD staff events.

Environment: Pleasant office, comfortable temperature, heavy student traffic.

APPLICATION:

Contact: Student Center for Reconciliation and Diversity

(626) 815-6000 extension 3720

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