

# Social Justice & Equity Center Interns

The Social Justice & Equity Interns are MiraCosta students who represent the Social Justice & Equity Center (SJEC) and the Student Equity Department. They serve as student staff members inside the SJEC, providing resources, referrals, and welcoming newcomers to the space. They will provide support for events related to the college's commemorations of History and Heritage Months & Days (HHM), as well as assistance for other diversity and inclusion programming. This support includes some planning, logistics, and promotion of events. Interns, when invited, will give brief presentations to classes and meetings, publicizing upcoming activities. They receive career development and academic credit (1 unit) for completing an Internship with a faculty mentor that culminates in a project related to a topic of their own choosing. As college representatives, SJEC Interns are expected to be role models for their peers, maintain and demonstrate a professional attitude, and execute sound judgment at all times.

## SJEC Intern Job Description

**Under the direction of the Student Services Coordinator or other assigned supervisor, SJEC Interns will provide the following services:**

- Greet and welcome visitors to the SJEC, provide information about SJEC and campus resources, and make referrals as needed.
- Maintain the physical space of the SJEC.
- Assist with events and activities held in the Center.
- Assist as needed in the logistics, implementation, and promotion of special events related to equity, diversity, and/or inclusion.
- Give brief presentations to classes and other groups to publicize upcoming events and activities.
- Attend HHM committee meetings when assigned, and liaise between the committee and Student Equity.
- Attend mandatory weekly staff meetings on Mondays 3-4pm.
- Participate in staff development workshops and in-service training.
- Practice punctuality and personal responsibility.
- Other duties as assigned.

### **Requirements:**

- Be a currently enrolled student at MiraCosta College or a first-time student who intends to enroll in classes during both the Fall 2019 and Spring 2020 semesters.
  - Be at least 18 years old prior to the start of training (see schedule below).
  - Maintain a 2.0 grade point average or higher and be enrolled in at least 6 units or enroll in a one-unit cooperative work experience class or internship class (1-unit internship course is required in Spring).
  - Be able to communicate effectively with people of diverse cultural, social, and educational backgrounds and have experience and interest in supporting diversity, equity, and inclusion efforts.
  - Practice punctuality and personal responsibility. Follow directions.
  - Attend weekly staff meetings during the Fall and Spring semester on Monday from 3-4pm at the Oceanside campus. **Please note that you must not have classes or other activities that conflict with the meeting times, no exceptions.**
  - Work between 8 and 12 hours per week\* including occasional evening and weekend commitments (hours will vary depending on the time of year). \*You must be available to work at least 3 consecutive hours one day per week during regular business hours. (Monday - Thursday, 9:00am – 5:00pm; Friday 9-3).
  - If selected, attend a 30-minute interview. If hired, provide TB test clearance.
  - Attend program training sessions during the week of August 5-9, 2019 and dates TBA in Spring 2020.
- \*The training is an essential component of the program and no exceptions will be made if you cannot attend.**
- Have applied for financial aid (if eligible) and requested federal work-study. Contact Lucy Fonseca [lfonseca@miracosta.edu](mailto:lfonseca@miracosta.edu) for more information. If you are not eligible, please indicate this on your application.