EL CENTRO CHICANO (ECC)  
SPECIAL PROJECT ASSISTANT (SPA)  
APPLY NOW!!!! SUMMER 2012

Mission

We foster a community of critically thinking, socially conscious Chicana/o & Latina/o leaders; providing personal, social and academic support through graduation and beyond.

El Centro provides culturally sensitive programs that foster and promote the academic and personal success of Chicana/o and Latina/o students. In addition, it strives to educate the campus about Chicana/o and Latina/o issues and the ethnic diversity represented within the community (i.e. Central & South America, Cuba, Dominican Republic, Mexico, & Puerto Rico). El Centro also offers student advocacy, personal support, assistance for Chicana/o and Latina/o student groups, and transitional/beyond USC programming. El Centro programs and services also consider gender, class, religion/spirituality, bi/monolingual, continuing generations, sexual orientation, disabilities, and bi-racial/ethnic identities, among other factors

Do you want to be a leader and…

- Make a difference in the Chicano/Latino community & Greater USC Community?
- Be part of organizing, coordinating and implementing great cultural, personal, and academic support events?
- Build bridges with other campus communities at USC to truly create an Intercultural community?
- Unite the Chicano/Latino community?

This is your chance to work with the Chicano/Latino community and at the same time assist other Multicultural Offices (Asian Pacific American Student Services, Center for Black Cultural and Student Affairs, Lesbian, Gay, Bi-sexual, Transgender Resource Center, Center for Women & Men, etc.) to positively reach as many students, staff and faculty as possible. We seek hard working students!

ALL ARE WELCOME TO APPLY

We seek our staff to be representative of the diversity within our Chicana/o & Latina/o community. We also encourage Non-Latina/o students to apply too!

Work Study Is Required!

Position begins at $8.15 and up (depending on years of service to ECC).
Looking to have folks work between 8-15 hours per week

Deadline to apply: Friday, March 2nd, 2012 or ASAP
Return Application to ECC (UUC 300)

For more information contact El Centro (213) 740-1480 or Billy Vela at wvela@usc.edu
Special Projects Assistant 2011-2012
Job Description

General Information:

Existing Position Title: Special Projects Assistants (SPA’s): SPA’s assist Special Project Coordinators (SPC’s) in completing many of the tasks described below and SPC’s provide SPA’s with mentorship and guidance during the year. Work as a team!

Department: El Centro Chicano, Student Affairs
Title of person who will supervise position: Director & Special Events Coordinator/Office Manager, El Centro Chicano

Purpose and Position: The SPA position exists to help develop, coordinate and manage numerous cultural enrichment, thought provoking and support programming. Also, SPA’s serves as a leader in the Chicano/Latino community, who will create opportunities for more unity within the Chicano/Latino community at USC. Finally, SPC/A will also serve as a leader in the Intercultural USC community by building bridges with other diverse communities by working collaboratively with other USC offices/departments/clubs & organizations.

Duties and Responsibilities:

- Attend during academic year El Centro Staff weekly meetings (Time: Fall & Spring Mondays at 4:00pm-6pm).
- Attend other working meetings, trainings & retreats throughout the year
- Be willing to be available sometimes on weekends, evenings and morning work shifts during the week
- Work a minimum of 8 hours per week, we’d prefer 20 hours
- Follow the lead of SPC’s in the development, coordination, organization, and implementation of programs and projects
- Support and assist Special Project Coordinators (SPCs) to help complete programs and projects
- Manage projects within budget constraints
- Create Learning Outcomes & conduct Comprehensive Evaluations after events or projects
- Establish outreach resources and formulate marketing strategies throughout campus.
- Create records of all events, from planning to event to evaluation afterwards.
- Coordinate meetings (1 on 1’s) with supervisor & complete administrative tasks as required
- Maintain records and files
- Promote intercultural values by working collaboratively with other similar units, as well as other USC units
- Other office duties as assigned pertaining to the daily activities of El Centro Chicano

Qualifications and Requirements:

- Strong passion to learn more about the Chicano/Latino community and other communities at USC, which will help you raise your own cultural awareness, resulting in stronger and more effective programming
- Sufficient knowledge of social, cultural and political issues impacting the diverse Chicano/Latino community (Central & South America, Cuba, Dominican Republic, Mexico & Puerto Rico) to develop and coordinate appropriate programs and events.
- Strong passion for uniting Chicano/Latino community & raising awareness concerning community’s rich diversity (ethnicity, socio-economic class, gender, religion/spirituality, sexual orientation, etc.) to greater USC.
- Strong passion for promoting intercultural values by working collaboratively with other cultural centers, as well as other offices and communities at USC.
- Lead by Example! Need SPA’s to be role models for community & be responsible Leaders, as well as be Pro-Active
- Minimum of 2.5 GPA
- Must have excellent communication and interpersonal skills
- Excellent organizational skills
- Budget management skills
- Specific knowledge of university policies and procedures.
- Typing 35 WPM
- Working knowledge of Microsoft Word, Excel and Publisher. Power Point, Photo Shop, Web Design & Other Computer Skills a plus.

Experience and Training:

- Background/Experience in program & leadership development is helpful

Supervisory Responsibilities:

- Ability to supervise varied numbers of volunteers at sponsored events
EL CENTRO CHICANO
Application for Special Projects Assistant (SPA)
2011-2012

Last Name: _________________________ First: _________________________ MI: ___

USC ID #: _________________________ Class Level: ____________ DOB: _______

Expected Date of Graduation: _______________ Ethnic Background (Optional): _____________

Local Address: ___________________________________________

Local Telephone: (_____) ___________________ E-Mail Address: _________________________

Permanent Address: ___________________________________________

Permanent Telephone/Cell Phone: (_____) ___________________ Email (if different): _________________________

Major(s): __________________________________ Minor(s): _________________________


Are you currently, or have you ever been placed on Academic Probation?
☐ Yes ☐ No    If yes, when? ______________________________________

APPLYING FOR 2010-2011 ACADEMIC YEAR Y/N & OR SUMMER Y/N (When can you start?): ___________

Check Off skills you possess:  Web Master/Media/Film: ___ PR/Flyer/Advertising: ___ Other (Explain) _______________

Photography/Artistic/Creative: ___ Outreach/Networker/Collaborator: ___ Business Background/Fundraiser: ___

Check Off which ECC programs/services you would be interested in managing:  Website Manager: ___

Class Reunions: ___ ECC Open House (Fall & Spring): ___ Project ReMix: ___ Latino Honor Society (LHS): ___ Latino Family

Tailgate: ___ La Posada: ___ Outreach to Elem/MS/HS: ___ ECC Event(s) for Festival de Aztlan: ___ Black & Latino Overnight

Experience(s): ____ Latino Resource Handbook: ___ El Centro E-newsletter: ___ Development of ECC Fundraising Campaign ___

Others (Your Input): __________________________________________________________________________

ECC Program Descriptions:

Website Manager:
El Centro worked during the last spring on creating a new website! We conceptualized an effective, clean and crisp website with bells and whistles and now need someone who can serve as our website manager. Our new website is user friendly and is easy to update.

Class Reunions (One Stop Shop):
El Centro Chicano understands that Latina/o students needs depend on many different components. However, this program would focus on students’ class status, i.e. Freshman, Sophomore, Transfer, and Junior/Senior. Each class would be offered a One Stop Shop Panel once a semester, which would specifically focus on what those students academic and personal needs are. For example, freshmen would be presented a panel consisting of the following fall semester: 1 Rep from Financial Aid, 1 Rep from Writing Services, 1 Rep from Residence Life, 1 Rep from Judicial Affairs, a handful of Faculty, etc. If a financial aid concern has come up, this rep can address it. If a student is thinking about declaring their Major second semester, the faculty members can address this. If a student is beginning to have roommate issues, the residential life person can handle this question.

ECC Open House (Fall & Spring):
Welcome event for current and incoming students to start off the beginning of the new semester. Co-sponsored with LSA, Latino Faculty/Staff/Friends, etc.

Project ReMix:
A collaborative once a month programming series with APASS and CBCSA during academic year—goal is to provide a forum/space for discussion about the Mixed Race Generation which is open to all.

Latino Honor Society (LHS):
The Latino Honor Society was established at the University of Southern California in 1997. It is an academic recognition program sponsored and administrated by El Centro Chicano. LHS sponsors two events throughout the year, one Ceremony Fall semester and an Induction Ceremony in the Spring. Also, a process is coordinated for students to apply for membership. Finally, create a couple of events each semester for members with the possibility of working with the new Latino Trojan Family Reunion Networking event Spring semester.
LPA (Latino Parent Association):
Founded in 1982, the Latino Parent Association is an organization that serves as a resource for parents and students by addressing issues affecting Latino families and advocating involvement in parent/student issues. The monthly meetings include discussions and presentations about opportunities and additional resources from throughout the university. El Centro Chicano Staff would assist and support LPA in their efforts.

Unity Tailgate: Latino Families invited to Parents Weekend
During Parents Weekend, El Centro Chicano sponsors the Unity Tailgate. This is a time for the Chicano/Latino community to come together and enjoy a great meal, while preparing to cheer on the USC Football team! This event has been coordinated with CBCSA the past few years and gives us a chance to work collaboratively with the African American community. And most recently we have also worked with Norman Topping Scholarship Aid Fund and Scholars program.

La Posada: Celebrating Latin-American Holiday Traditions:
Since December 1999, El Centro Chicano has hosted “La Posada” in collaboration with the Latino Parents Association, Latina/o Student Assembly, and the Mexican American Alumni Association. La Posada is a Latin American holiday tradition in which participants symbolically retrace the steps of the Virgin Mary and Joseph on the night that the baby Jesus was born.

Outreach to Elem/MS/HS & Development of new collaborative effort for 09-10 with the Peace Center—Supporting the “Peacemaking Academy”:
El Centro Chicano believes strongly in giving back to the community and also inspiring our up and coming youth to strive to attain a higher education and attend USC. We do this by providing student panels to various community programs working with youth and schools who have students who show promise to go on to college. This effort is done collaboratively with LSA club and organizations. And finally help develop how ECC will support the “Peacemaking Academy,” whose programs focus on teaching children and youth the how to be peacemakers, and giving them practice in using the tools of peacemaking. In addition to learning to be peacemakers, the youth learn how to take leadership roles in peacemaking. The programs teach conflict resolution, meditation, social change, and service to others.

OTHER ACTIVITIES/COMMITMENTS
(Please list any outside commitments you will have while employed in this position. Include work commitments, membership in campus or community organizations, student teaching, internships etc. Also indicate the hours per week required to fulfill those listed below commitments.)

<table>
<thead>
<tr>
<th>Activity/Employment</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REQUIRED: WORK STUDY ALLOCATION 10-11 (Please reference your Financial aid award letter and attach it to this application): Allocation: ____________ Include Work Study amount received 10-11 ________ Summer Work Study: ________

ESSAY: Complete a 1-3 page essay describing why you would like to be an El Centro SPA and what ideas/projects you would like to continue or newly implement for the upcoming year. Explain what skills/experiences make you the best candidate for this position. Also discuss your experiences both working on projects individually and in groups. Discuss your skill base regarding being organized, coordinating and managing programs/projects/events/etc. Finally discuss your level of knowledge of the diversity of the Latina/o community and how you would assist the bridging of this community. And discuss how you would serve as a Multi/Intercultural Change Agent with greater USC community. *Complete application and submit along with your Essay.

Signature __________________________ Date __________________________