EL CENTRO CHICANO (ECC)
SPECIAL PROJECT ASSISTANT (SPA)
APPLY NOW!!!! ’12-‘13

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 Chicano strives to educate the campus about Latina/o issues and the ethnic diversity represented within the community (i.e. Central & South America, Cuba, Dominican Republic, Mexico and Puerto Rico). El Centro also offers student advocacy, personal support, assistance for 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 multi-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 8-20 hours per week

Deadline to apply: Monday, February 4th by 12noon or ASAP.
Return Application to ECC (UUC 300)
Interviews will be scheduled as soon as possible.
Person (s) selected will start working at El Centro shortly afterwards.
For more information contact El Centro (213) 740-1480 or Billy Vela at wvela@usc.edu
Special Projects Assistant 2012-2013
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 meeting (Time: Spring Monday 4:00pm-6pm). We meet for an hour and half usually.
• 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.
• 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)
2012-2013

Last Name: ____________________ First: ____________________ MI: ___

USC ID #: ____________________ Class Level (Freshman-Senior &/Transfer &/Graduate): _________________

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 2013-2014 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 Upgrade: ___

ECC Open House (Fall & Spring): ___ Student Empowerment Conference: ___ Project ReMiX: ___ Latino Honor Society (LHS): ___

Latino Family Unity Tailgate: ___ La Posada: ___ Outreach to Elem/MS/HS: ___ LA Power Trips: ___ Black & Latino Overnight


Development of ECC Fundraising Campaign: ___

Others (Your Input): ____________________________________________

ECC Program Descriptions:

Website Upgrade:
El Centro has developed and upgraded many of its program and resources over the past three years and the same goes for our website. We want to maintain our website and make sure that it’s still meeting the needs of our students and our community that we serve. You would be responsible for recommending changes and additions to keep our website current, consistent and effective.

Leadership Development and Skill Building Series- Established 2006:
Formerly known as Class Reunions, this program focuses on developing student leadership skills through access to educational workshops, guest speakers and seminars. This program helps students gain valuable insight on who they are as Latina/o leaders by helping them make connections to campus resources, develop new skills and refine existing skills. In addition, students gain access to valuable tools to help them set academic, personal and career goals.

L.A. Power Trips – Established 2011:
The Latina/o Student Assembly and El Centro Chicano are happy to present a new type of series – the L.A. Power Trips. LSA and El Centro want to provide USC students with the opportunity to expand their horizons and explore the dynamic and rich culture Los Angeles has to offer. The L.A. Power Trips will provide students with the chance to continue their learning outside the classroom and directly apply what they’ve learned to real life situations and make connections between various segments, sectors and people that make Los Angeles the great city it is. A member of the USC faculty or staff will always be on hand to help students understand the importance and context of each trip and to answer any questions.

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- Established 2008:
Project ReMiX is a monthly, interactive discussion series aimed to explore issues facing the mixed race generation – a growing population in the U.S. and especially at USC. The Asian Pacific American Student Services (APASS), Center for Black Cultural and Student Affairs (CBCSA), and El Centro Chicano (ECC), collaborate to provide this program to engage students who might not otherwise participate in programs at specific cultural centers.

Latino Honor Society (LHS)- Established 1997:
The Latino Honor Society was established at the University of Southern California in 1997. It is an academic recognition program sponsored and administered 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)-Established 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 throughout the university. Parents are also encouraged to come to the Unity Tailgate- a partnership with CBCSA & NTSAF, part of USC’s Trojan Family Weekend. USC parents and families are encouraged to attend.

Latino Family Unity Tailgate:
During Homecoming Weekend and Parents Weekend, El Centro Chicano sponsors the Latino Family 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 & NTSAF the past few years and gives us a chance to work collaboratively with the African American and multicultural community.

La Posada: Celebrating Latin-American Holiday Traditions—Established 1999:
La Posada is one of the many Latin American holiday traditions in which participants symbolically retrace the steps of the Virgin Mary and Joseph on the night that baby Jesus was born. In candle-led light procession, a couple dressed as Mary and Joseph lead followers across the campus to three stops and ending with pan dulce and champurrado. USC students, faculty and staff members are invited to participate in La Posada along with families and local community members. La Posada includes a Keynote and a Toy-Drive benefitting a local non-profit. It is celebrated the first Friday in December.

Outreach to Elem/MS/HS & Continual collaboration effort 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.

Latino Student Empowerment Conference-Established 2012:
This conference, presented by CALAS/ASE, El Centro Chicano and the Latino/a Student Assembly recognizes the research, academic success, and social justice activism of USC students. The conference covers topics including: Immigrant Rights, Education Justice, and Success Strategies for new students, presentation of undergraduate research, and a history of activism at USC. This upcoming year we are looking to expand it and collaborate with APASS, CBCSA and the LGBT Resource Center.

Multicultural (Black & Latino Overnight Experience)-Established 2007:
The Multicultural aka Black and Latino Overnight Experience was created in conjunction with the Office of Admissions, the Black Student Assembly, the Latina/o Student Assembly, the Center for Black Cultural and Student Affairs and El Centro Chicano. This collaborative effort brings recently admitted Black, Latino & Multicultural freshmen students to USC for a chance to see Trojan Life first hand. Each student is introduced to current USC faculty, staff, and student organizations. They are paired with a current USC student to serve as their host and are provided with dinner, entertainment and USC housing—an opportunity for most to spend the night on the Latino Floor.

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.)

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REQUIRED: WORK STUDY ALLOCATION 2012-2013 (Please reference your Financial aid award letter and attach it to this application): Allocation:___________ Include Work Study amount received 12-13 _________ Fall 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 ____________________