

Title: Community Relations Representative

Wage per hour (2024-2025): \$15.90

Average hours per week (2024 – 2025): 12 hours (up to 15)

Position Summary

The Community Relations Representative (CRR) engages in community building, education, and support on behalf of the Cultural Resource Centers (CRCs) and/or their initiatives and programs. Students in this position will focus their support and address the needs of their community in one or more of the following areas: academic success, social justice, leadership, identity development, community & belonging, and well-being.

Position Responsibilities & Outcomes

1. Assist in daily operations of the Cultural Resource Centers and/or initiative.
 - a. For example: giving tours, staffing the front desk, keeping attendance records, maintaining cleanliness and organization of Diversity & Cultural Engagement (DCE) spaces, manage library materials, etc.
2. Engage oneself and others in mutual learning on identity development and social justice
 - a. For example: staying current on issues impacting communities; interrupting and educating about bias, microaggressions and other issues impacting communities; raise awareness for underserved parts of the community, etc.
3. Engage in community-specific and collaborative event planning and leadership with support of the DCE Center Directors and CRC student staff.
 - a. For example: history and heritage month celebrations; welcome week programs; Transgender Awareness Week; Sexual Assault Awareness Month programming, etc.
4. Assist in community specific or collaborative development of resources, projects, and initiatives.
 - a. For example: communication projects such as publications or videos, resource development, distributing promotional materials, educational campaigns, etc.
5. Assist in creating and maintaining a welcoming environment in Diversity & Cultural Engagement spaces.
 - a. For example: greeting guests, aiding the Center Director in addressing community conflicts, identify ways to make the space more inclusive, etc.
6. Support individuals' connections to community.
 - a. For example: outreach to students, helping guests build relationships with each other, providing supportive listening, assisting guests in finding relevant resources, etc.

7. Contribute to a culture of respect and accountability.
 - a. For example: engaging in and modeling self-reflection, learning, and personal and professional growth, etc.
8. Promote involvement opportunities connected with DCE.
 - a. For example: promoting hiring and volunteer opportunities, involvement opportunities in affiliated student organizations, participation in programming, etc.
9. Engage with peers and connect them to relevant campus and community resources to support their student experience.
 - a. For example: Academic Success Center, Valley Library tutoring services, student Clubs & Organizations, etc.
10. Act as a representative of the CRC.
 - a. For example: building relationships with student / community organizations Tribal communities, and other CRCs; serving on planning committees for campus events such as Poverty Action Week; reaching out to academic departments; tabling at resource fairs, etc.

Other responsibilities as assigned by professional staff

1. Attend mandatory scheduled trainings
 - a. Such as Fall Training (tentatively early September), ongoing training sessions, weekly staff meetings, and other professional development
2. Obtain FERPA certification and complete necessary trainings in a timely manner
3. Complete daily center tasks & needs as identified by staff
 - a. May also involve focusing efforts on specialized projects based on needs of the center and/or initiative.
4. May occasionally require evening and weekend hours

Minimum Qualifications

- Minimum Cumulative GPA of 2.0.
- Demonstrated commitment to self and community development and advocacy
- Demonstrated interpersonal communication skills
- Demonstrated ability to work in a team environment
- Demonstrated knowledge of and sensitivity to historically underrepresented and/or marginalized groups

Preferred Qualifications

- Demonstrated involvement within underrepresented and/or marginalized groups on-campus.

- For example: attending / volunteering at cultural events, affiliated organizations (student or departmental), or attending social justice retreats, membership in affiliated organizations (student or departmental) etc.
- Experience in planning or leading programs / events
- Experience in having conversations about identity and social justice
- Experience with effective time-management
- Knowledge of community needs, experience of belonging & understanding of issues impacting community
- Demonstrated self-awareness and thoughtfulness about identity and their impact in community
- Demonstrated knowledge of campus and community resource