



2014-2015 Student Staff Application

Basic Information

PERSONAL INFORMATION

Name: _____ PID: A Birthdate: _____

Current Address: _____

Permanent Address: _____

Telephone #: _____ E-mail: _____

UCSD INFORMATION

College: _____ Major(s): _____ Current Year: _____

Transfer Student: Yes No Expected Graduate Date: _____

Currently working at UCSD? Yes No Department: _____ Contact Person: _____

Have you been previously employed at UCSD? Yes No Department: _____ Employee ID: _____

Do you have work study (not a condition of employment)? Yes No Work Study Amount: \$ _____

Would you accept another SPACES position if offered? Yes No *A copy of award must be provided

You may only apply to a maximum of (2) positions:

**Access/retention counterparts count as (1) position (i.e. Transfer Access & Transfer Retention count as 1 position)*

Community-Education Internships

- Campus Diversity Engagement Coordinators (2)
- Practicum Coordinators (2)
- Yield Coordinators (2)

Access Project Internships*

- APSA Community LEAP Access Coordinator
- BSU SEMPORA Access Coordinator
- NASA Community Coordinator
- KP CORE Coordinator
- MEChA Xoxotlani Coordinator
- QPOC We Are Family Access Coordinator
- Transfer Access Coordinator

Co-Director Positions

- Director of Financial Affairs
- Director of Internal Affairs
- Director of Local Affairs
- Director of Statewide Affairs

Communications Internships

- The Collective Voice Co-Editor-in-Chief (2)
- Graphic Design Coordinator
- Web Design & Marketing Coordinator

Retention Project Internships*

- APSA Community Retention Coordinator
- ASP Resource Coordinator (2)
- BSU SEMPORA Retention Coordinator
- NASA Community Coordinator
- KP STAR Coordinator
- MEChA SIGUE Coordinator
- QPOC We Are Family Retention Coordinator
- Transfer Retention Coordinator

Co-Coordinator Positions

- ASP Co-Coordinator (2)
- SIAPS Co-Coordinator (2)

Online Application is due by 11:59pm on Friday, April 4th

For more information contact the SPACES Special Projects Assistant: chdelacr@ucsd.edu - (858)534-7205



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Supplemental Information *(May be submitted in the form of a résumé.)*

I will be submitting a resume in place of the supplemental information page of the application.

EDUCATION (Include High School(s), College(s), University(s) and other school(s) attended)

Name of Institution	Location	Dates Attended	Major

VOLUNTEER AND LEADERSHIP

Please list current and prior experiences in community and campus activities, student organizations, student government or other student programs that may be relevant to this position *(Please limit your response to a maximum of 1000 characters):*

EMPLOYMENT HISTORY

List your experience below, beginning with your present or recent position. Describe each position separately, giving special attention to experience relation to the position for which you are applying. Attach additional sheets if necessary.

Employer's Name: _____ Address: _____

Supervisor Name: _____ Telephone #: _____

Position: _____ Dates Employed: _____

Reason for Leaving: _____

Description of duties (be specific): _____

PROFESSIONAL REFERENCES

Please list persons who can comment on your skills and abilities:

NAME RELATION TELEPHONE

NAME RELATION TELEPHONE



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Interest Statement

Please limit each response to maximum of 1500 characters (including spaces).

Why are you interested in a student staff position with the Student Promoted Access Center for Education and Service?

What skills do you bring to the position(s) that you are applying for?

What is your experience in working with programs that aim to improve access to higher education and/or retention?

Please apply at: <http://spaces.ucsd.edu/apply.html>



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Involvement

What is your anticipated commitment/leadership involvement (e.g. research, thesis, internships, jobs, community service, student organizations, etc.) for the 2014-2015 school year (including Summer 2014)?

Commitment	Approximated Hours per Week
Organization: Position: Responsibilities:	
Organization: Position: Responsibilities:	
Organization: Position: Responsibilities:	

Required for a complete application:

- Basic Information
- Supplemental Information/Resume
- Interest Statement
- Spring Quarter 2014 Schedule
- Work Study Award Letter (if available)
- Work samples if applying for one or more of the following positions:
 - Collective Voice Co-Editor-in-chief
 - Submit samples of written work and/or design layout
 - Graphic Design Coordinator
 - Create a flyer based on the following prompt:
 - Colors: Gold, Purple, and Turquoise
 - Event: SPACES 3rd Annual Open House
 - Opportunity to meet the staff, familiarize yourself with the center and resources
 - Oct. 10, 2014; 1-4p
 - Web Design & Marketing Coordinator:
 - Submit samples of web design
 - Submit campaign strategy: ASP Booklending Program (spaces.ucsd.edu/book.html)
 - Methods of marketing and outreach
 - Production Schedule
 - Catchphrases, slogan
 - Any other work samples that would best inform the hiring committee of your skills and talents

Optional

- One letter of recommendation from someone who can speak to your motivation and experience (*see attached form*)

Disclaimer: not having a letter of recommendation will not negatively affect your application



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Hiring Timeline:

- **March 3rd**: SPACES Cycle VIII Applications Released
- **April 4th; 11:59pm**: Online SPACES Cycle VII Application is due
- **April 14th**: Applicants will be notified of their status of their application
- **April 19-20th; 9-5pm**: Individual Interviews
- **April 25th; 5-7pm**: Co-Coordinator and Co-Director Group Interview; location: ERC Room, PC West, Lvl. 2
- **May 5-8th**: Decisions will be released
- **May 9th; 5-7pm**: SPACES All-Staff Transition Meeting

Conditions of Employment & Required Dates

In order to be considered for a position at SPACES you must agree to the following conditions:

Conditions	2014 – 2015 Dates	Initial to Confirm Availability
Undergraduate enrolled in all 3 academic quarters	2014-2015 Academic School Year	
Not employed at OASIS or one of UCSD's Campus Community Centers (CCC, Women's Center, LGBTRC) or in a high-demand student leadership roles (e.g. chair/vice-chair of a student organization)	2014-2015 Academic School Year	
If hired at a second job, SPACES must remain as the first priority	2014-2015 Academic School Year	
All-Staff Transition Meeting	May 9, 2014; 5:00-7:00pm	
Co-Coordinator/Director Transition Meeting*	TBD	
BOD Transition Meeting*	TBD	
SPACES End of the Year Celebration 2014	May 24, 2014; 2:00-8:00pm	
Job Shadowing (Week 7-10) <ul style="list-style-type: none"> • Interns: 2 hours/week • Co-Coordinator/Director: 3 hours/week* 	May 12-June 6, 2014	
Co-Coordinator/Director Training (~15 hours/week)*	August 13 – August 30, 2014	
SPACES All-Staff Retreat/Training and BOD Retreat Preparation	September 3 – September 10, 2014	
SPACES Board of Directors Summer Retreat*	TBD	
SPACES All-Staff Summer Retreat	September 18-19, 2014	
SPACES All-Staff Training	September 22-26, 2014	
Welcome Week planning and activities	September 29- October 3, 2014	
SPACES Weekly Project Group & All-Staff Meetings	Every Tuesday and Thursday 3:30-5:00pm	
SPACES Birthday Celebration 2014	TBD	
SPACES End of the Year Celebration 2015	May 22, 2015	
Available to work: <ul style="list-style-type: none"> • Interns: 10-15 hours/week • Co-Coordinator/Directors: 15 hours/week* • In addition to the dates required by all Co-Coordinators and Co-Directors, SIAPS Co-Coordinators must also be available to work Summer Summit 2014 and Summer Summit 2015 	Sept. 11, 2014 – June 30, 2015 August 5, 2014 – June 30, 2015 June 2014 – August 2015	

*Additional Conditions to be met by those applying for Co-Director and/or Co-Coordinator positions

I certify that all answers and statements on this application are true to the best of my knowledge.

SIGNATURE

DATE



Request for Letter of Recommendation

_____ (*student's name*) has applied for a position as a SPACES Student Staff for the 2014-2015 academic school year. The mission of the Student Promoted Access Center for Education and Service (SPACES) is to act as an empowering dynamic on campus where UCSD students collaborate to achieve greater educational equity. All SPACES student staff positions are focused on increasing access to higher education, improving retention in higher education, and encouraging matriculation to graduate/professional school. If hired, this student will work in a community-based environment and is expected to work in a highly collaborative manner in order to collectively improve campus climate and our connection with the San Diego community.

Confidential referrals are an important part of our screening process. It is important to assess the applicant's communication and interpersonal skills, and to consider your judgment of this person's motivation and experience.

Applicant:

- I waive my right to access this letter of recommendation.
- I waive my right to access this letter of recommendation.

Applicant's Signature: _____

In what capacity have you known the applicant? How long have you known the applicant?

How do you think the applicant would contribute to the dynamic of the SPACES Student Staff and the SPACES Mission?

Do you have any concerns about the applicant's potential performance as a SPACES Student Staff?

Please apply at: <http://spaces.ucsd.edu/apply.html>



Letter of Recommendation (continued)

Please rate the applicant to the best of your ability, on the basis of your experiences with other individuals with similar background and training:

The applicant's:	Below Average	Average	Above Average	Far Above Average	No Basis for Judgment
Interpersonal Relationships					
Communication Skills					
Cross-cultural skills					
Organization & Time Management					
Teamwork/Collaboration					
Ability to take initiative					
Ability to Function Under Stress					
Emotional Maturity					
Awareness of impact on others					
Ability to receive feedback					
Tolerance for ambiguity (with little or no supervision)					

Please provide any additional information below:

(Please continue on another sheet if necessary)

I consider this applicant:

- Highly Qualified
- Qualified
- Not Qualified

Recommender's Name: _____ Title/Department: _____

Signature: _____ Date: _____ Telephone #: _____

Please return in a sealed and signed envelope by April 4, 2014
 SPACES c/o Chris Dela Cruz
 9500 Gilman Dr. MC 0062 La Jolla, CA 92093-0062