



CYCLE IX: 2015-2016 CO-COORDINATOR/DIRECTORS PACKET

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. This encompasses equal access to higher education, undergraduate retention and graduation, and matriculation to graduate and professional schools.

SPACES values the power of student initiated action and organizing by providing an environment for student growth and development and thus is a foundation to create leadership and unity through community engagement.

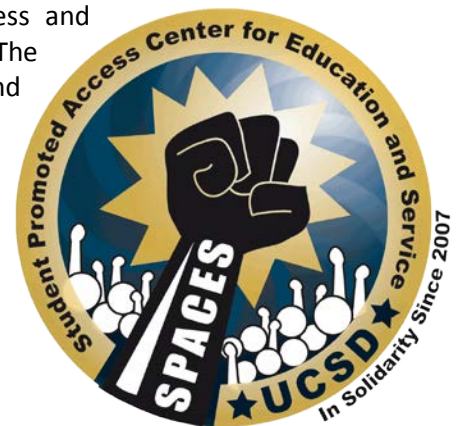
SPACES shall serve as the center for student-initiated access and retention projects at the university. Student Initiated Access Programs and Services (SIAPS) shall exist as the “access” component to SPACES. The Academic Success Program (ASP) shall exist as the “retention” component to SPACES.

SPACES Story

In the Spring of 2007, the member organizations of the Student Affirmative Action Committee (SAAC), Student Initiated Access Programs and Services (formerly known as Student Initiated Outreach and Recruitment Commission) and the Academic Success Program, banded together to support student initiated retention and access to higher education efforts.

Dwindling state funding and the impending opening of a student run access and retention center prompted students to take matters into their own hands. The PULSE Referendum (Promoting Understanding and Learning through Service and Education) was approved by a majority of the student body in order to secure funding and resources for SIAPS, ASP and SPACES.

On April 13th of 2007, the Promoting Understanding and Learning through Service and Education (PULSE) Referendum was passed, increasing student fees by \$7.00 per student per quarter to provide funding for SPACES, SIAPS, and ASP. \$3.00 goes to SPACES, \$1 goes to ASP, \$1 goes to SIAPS, and \$2 returns back to financial aid.



Academic Success Program (ASP)

ASP is a student-initiated and student-run service that functions to increase the retention rates and the quality of the experiences of underrepresented and marginalized undergraduates of University of California, San Diego. ASP also provides programs, services, and support to assist students in their graduate and professional school, career goals and their goals beyond this institution. Ultimately, ASP is committed to providing free retention programs and services that help undergraduates financially, socially, academically, and holistically.

Student-Initiated Access Programs and Services (SIAPS)

SIAPS serves to encourage and support creative student-initiated programs and services that increase access to higher education for historically underrepresented and underserved students. Through affirming identities, developing academic success, and providing resources, SIAPS shall empower students to create profound changes in their communities and in the world. SIAPS is committed to supporting all student efforts that match this purpose at the University of California, San Diego.

Student Promoted Access Center for Education and Service (SPACES)

CYCLE IX: 2015-2016 CO-COORDINATOR/DIRECTORS

ASP Co-Coordinators & Co-Directors: May 2015-June 2016 | SIAPS Co-Coordinators: May 2015-July 2016

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. All interns are expected to work in a highly collaboratively manner in order to collectively improve campus climate and our connection with the San Diego community.

Internships

The (26) internships are specific to (4) four focus areas that provide an experience to develop specific knowledge and skills that are adaptable to any work environment. The four areas are the following: (4) Community-Education Internships, (4) Communications Internships, (8) Access Project Internships and (10) Retention Project Internships. Though many of the internships entail working with certain communities, experiences will be taken into consideration, but also commitment and the ability for growth since SPACES internships allow individuals the opportunity for self-reflection, growth, and raising consciousness within themselves.

Co-Coordinator/Director Positions

The (8) director and coordinator positions are appointed positions that serve as administrative and supervisor roles that coordinate and manage the programs and internal structure of ASP, SIAPS, and SPACES. They also focus on developing leadership with interns, board members and volunteers.

Timeline:

- **March 13th**: SPACES Cycle IX Applications Released
- **April 10th; 12pm**: Online Application is due
- **April 13th**: Applicants will be notified of their status of their application
- **April 17-19th**: Individual Interviews
- **April 24th; 4-6pm**: Co-Coordinator and Co-Director Group Interview
- **May 4-6th**: Decisions will be released
- **May 8th; 4-6pm**: Cycle IX Staff Orientation Meeting

Applicants 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)
- Overnight Program and Transition Coordinators (2)

Access Project Internships*

- APSA Community LEAP Access Coordinator
- BSU SEMPORA Access Coordinator
- KP CORE Coordinator
- MEChA Xoxotlani Coordinator
- NASA Community Coordinator
- QTPOC 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)
- Media: Graphic Design Coordinator
- Media: Web & Marketing Coordinator

Retention Project Internships*

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

Co-Coordinator Positions

- [ASP Co-Coordinator \(2\)](#)
- [SIAPS Co-Coordinator \(2\)](#)

Student Promoted Access Center for Education and Service (SPACES) Co-Director and Co-Coordinator Conditions of Employment

In order to be considered for a Co-Director or Co-Coordinator position, you must agree to the following conditions:

Conditions	2015 – 2016 Dates
UC San Diego Undergraduate enrolled in all 3 academic quarters	2015-2016 Academic School Year
Not employed at OASIS or one of UC San Diego’s Campus Community Centers (Black Resource Center, Cross-Cultural Center, LGBT Resource Center, Raza Resource Centro, and Women’s Center), or in a high-demand student leadership roles (e.g. chair/vice-chair of a student organization)	2015-2016 Academic School Year
If hired at a second job, SPACES must remain as the first priority. Cannot exceed working over a total of 19 hours per week during academic sessions per Student Life policies.	2015-2016 Academic School Year
Attend SPACES Cycle IX Staff Orientation Meeting	May 8, 2015; 4-6pm
Complete hiring paperwork with Student Life Human Resources.	May 22, 2015
SPACES End of the Year Celebration 2015	TBD
Participate in Job Shadowing (Week 7-10): 2 hours/week	May 11-June 5, 2015
Participate in SPACES Co-Coordinator/Director Training	August 10-27, 2015; 10-4pm
Participate in SPACES Co-Coordinator/Director School Year Preparation	August 31-September 10, 2015; 10-4pm
Coordinator SPACES Board of Directors Retreat	Summer 2015
Participate in SPACES All-Staff Summer Retreat	(7am) September 14-(6pm) September 15, 2015
Attend SPACES All-Staff Training	September 16-18, 2015; 9-4pm September 21, 2015; 9-12pm
Participate in Welcome Week planning and activities	September 21-25, 2015
Attend SPACES All-Staff Winter Retreat	January 23, 2016; 9-5pm
Attend SPACES Weekly Project Group & All-Staff Meetings	Every Tuesday and Thursday; 3:30-4:50pm
Available to work: <ul style="list-style-type: none"> • Interns: 10-15 hours/week • Co-Coordinator/Directors: 15-19 hours/week <ul style="list-style-type: none"> ○ In addition to the dates required by all Co-Coordinator and Co-Directors, SIAPS Co-Coordinator must also be available to work Summer Summit 2015 and Summer Summit 2016 	September 14, 2015 - June 30, 2016 August 10, 2015 - June 30, 2016 June 15, 2015 – July 31, 2016

Student Promoted Access Center for Education and Service (SPACES)

Co-Director and Co-Coordinator General Responsibilities

General Responsibilities

- Available to work on occasional evenings and weekends;
- Participate in bi-weekly one-to-one's with full-time staff, co-directors, and co-coordinators.
- Participate in mandatory weekly staff meetings, each Thursday from 3:30-4:50pm;
- Participate in mandatory weekly project group meetings, each Tuesday from 3:30-4:30pm;
- Fully engage in activities that facilitate holistic development, which may involve personal and emotional investments beyond job-specific duties;
- Meet with members of the SPACES Board of Directors and/or Core Organizations, as needed;
- Complete paperwork, including project proposal forms and Triton Activities Planner (TAP), to receive project funding;
- Assist with Front Desk coverage and reception at least one hour a week;
- Assist with SPACES administrative duties including data entry, photocopying, typing, and customer service;
- Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory;
- Consistently document and evaluate the effectiveness of all activities through the use of the SPACES Shared Drive, Post-Program Report Form, and Participant Database;
- Submit quarter and end-of-year evaluations of your internship experience to give an overall assessment of your position and provide recommendations for future improvements;
- Coordinate a self-initiated project during fall, winter or spring quarter;
- Build and maintain connections with students, staff and faculty members who are allies to SPACES;
- Collaborate with SPACES Staff to promote the SPACES Mission to improve campus climate for all students;
- Provide administrative support for SPACES sponsored events and community events in relation to access and retention initiatives;
- Other duties as assigned.

Student Promoted Access Center for Education and Service (SPACES)

Co-Director and Co-Coordinator Qualifications

All applicants applying for Co-Director and/or Co-Coordinator positions must meet the following qualifications:

- Pay quarterly registration fees for each quarter employed;
- Available on occasional evenings and weekends;
- Flexible to meet the dynamic and high paced needs of SPACES including ability to work hours exceeding the 15 a week average when necessary;
- Ability to maintain accountability amongst student staff and community members;
- Understanding of the mission and aspiration of SPACES and those affiliated with it;
- Awareness of ASP, SIAPS, SPACES and previous current access and retention initiatives;
- Strong passion and commitment for educational equity;
- Understanding of the importance of access and retention in relation to equal access to education, diversity, and cultural/socioeconomic struggles and oppressions;
- Progressive and innovative leadership approach;
- Self-motivation and experience working cooperatively as part of a team;
- Strong interpersonal skills, ability to communicate effectively in one-to-one and group settings;
- Ability to work collaboratively with students, faculty, staff, and the wider communities which the university serves;
- Ability to organize and manage multiple projects simultaneously;
- Ability to recognize one's own impact on others;
- High level of awareness and sensitivity to the needs of different communities especially those from underrepresented and underserved backgrounds;
- Ability to maintain confidentiality with highly-sensitive information;
- Eligibility: Anyone who will not be employed at OASIS or one of the UC San Diego's Campus Community Centers (Black Resource Centro, Cross-Cultural Center, LGBT Resource Center, Raza Resource Centro, Women's Center) or in a high-demand student leadership roles for the 2015-2016 school year (e.g. chair/vice-chair of a student organization);
- SPACES Student Staff must put their position as their first priority if they are employed elsewhere.

Student Promoted Access Center for Education and Service (SPACES)

Co-Coordinator and Co-Director Weekly Hour Distribution

Office Hours

All SPACES student staff members are expected to carry out majority of the work within the center. This is to ensure that a student staff member is present at all times during the center's hours of operation as well as to encourage student staff to build their organizational skills and manage their time well by completing majority of the work within their center. Be available to help out with administrative tasks around the center such as event set-up, managing the front desk, chores, assisting community members, etc.

All-Staff Meetings

All-Staff meetings occur on a weekly basis. They serve to create and build community with full-time staff, co-coordinators, co-directors, and interns.

Co-Director/ASP/SIAPS Meetings

Co-Director/ASP/SIAPS meetings occur on a weekly basis. They allow the coco's to have more in-depth conversations related to their position.

Co-Coordinator/Director Meetings

Co-Coordinator/Director meetings occur on a weekly basis. They serve to maintain communication amongst the student leaders of the center and the full-time staff.

Project Group Meetings

Project Group meetings are weekly meetings that serve as a supportive and collaborative space for the initiation and development of student intern work and projects.

One-to-One Meetings

One-to-ones are bi-weekly meetings that serve as a time for the interns to check in with supervisory support about how they are doing within the work place as well as academically and personally.

Additional Meetings/Events/Field Hours

The remainder of the weekly hours is more flexible that can be used for various internal/external meetings and assisting/coordinating/facilitating events. If there are no scheduled meetings and/or events that week, allocate these hours to working in the center. These include:

- ASP/SIAPS Steering Committee Meetings
- Board of Director (BOD) Meetings
- Meetings with Departments
- Organization Meetings
- Events

A typical 15-hour week for co-coordinators/directors will look similar to the following outline:

- Office Hours (4 hours)
- All-Staff Meeting (1.5 hours)
- Co-Coordinator/Director Meetings (3 hours)
- Co-Director/ASP/SIAPS Meetings (1.5 hours)
- Project Group Meeting (1 hour)
- One-to-One Meetings (2 hours)
- Additional Meetings/Field Hours (2 hours)

Student Promoted Access Center for Education and Service (SPACES)

Student Staff Developmental Outcomes

The overall goal of the SPACES Student Staff program is to provide students the opportunity to self-reflect, build community, as well as develop one's professional skills while working towards educational equity. At the end of the internship, each intern will be able to translate their holistic experience into skill sets that are adaptable to any work environment. In addition to advocating for social justice, creating community, and enhancing one's personal development, SPACES strives to meet the professional needs of students and help them develop in the following areas:

Communication

- Assessment of clarity of ideas expressed, effectiveness of oral and written presentations, effectiveness in listening and interacting with others in a helpful and informative manner. Asks for and provides constructive feedback and assistance.

Empowerment

- Assessment of self-empowerment and the ability to facilitate empowerment in others.

Initiative and Innovation

- Assessment of self-starting ability and creativity. Introduces new concepts and processes using independent and original thought. Involves creativity and imagination with programming, projects and problem-solving.

Organizational Skills

- Ability to record, update, sort, and maintain information in a clear, orderly manner through the use of calendars, databases, and other organizing tools.

Punctuality and Accountability

- Assessment of timeliness and responsibility in terms of coming to work and work-related events. Includes effectiveness in completing the allotted hours per week.

Quality and Productivity

- Assessment of excellence in factors such as accuracy, completeness, and follow-through on a sufficient volume of work.

Resourcefulness

- Assessment of understanding and utilizing resources available.

Teamwork and Collaboration

- Assessment of effectiveness in working together with peers at various levels to solve problems, improve work process, and accomplish specific tasks.

Time Management

- Ability to thoroughly initiate and complete goals in a time-efficient and sustainable manner.

Student Promoted Access Center for Education and Service (SPACES)

(2) Academic Success Program (ASP) Co-Coordinator

\$200 weekly stipend
15-19 hours per week
(May 2015-June 2016)

ASP Co-Coordinator

With the collaboration of the SPACES Co-Directors and the SIAPS Co-Coordinators, this position serves to coordinate, organize, and initiate retention efforts of student-initiated and student-run programs. With the guidance of the SPACES Advisor and Program Assistant along with relevant community advisors, this position is responsible for the consistency and development of programs and services that reflect the ASP mission statement and charter. In addition, this position will develop, educate, and bring about awareness of retention and retention-related activities for UC San Diego undergraduates. The ASP Co-Coordinator will oversee the functions and activities within the Academic Success Program as well as support and assist the efforts and projects of retention efforts throughout the access and retention center.

- **Steering Committees**

A committee meant to provide oversight and support for ASP funds and initiatives including, but not limited to: program funding, intern programming, core organization programming, and non-core organization programming.

- **Graduate and Professional School Component**

- *Graduate School Tour (GST)*

A program headed by the ASP Co-Coordinators with assistance from the Retention Project Group created with the purpose of empowering undergraduate students at UCSD that come from underserved communities and are underrepresented on this campus to pursue higher education after graduation. This two-day tour is created with the collaboration of the Office of Graduate Studies, Career Services Center, and/or other relevant centers and/or departments. It includes campus visits to nearby universities with the purpose of familiarizing undergraduates with the graduate programs offered at the schools.

- *Graduate School Tour Workshop Series*

A series of workshops headed by the ASP Co-Coordinators with assistance from the Retention Project Group created with the purpose of empowering undergraduate students at UCSD that come from underserved communities and are underrepresented on this campus to pursue higher education after graduation. May feature multiple workshops hosted by different centers, departments, etc. The workshop series aims to reach a large audience than the actual tour has capacity for so that more students can have the opportunity to learn more about graduate school, the Graduate School Tour, SPACES, and other resources available to them.

Retention Project Group

A group meant to include retention and retention relatable interns in order to provide them with support and guidance in their work and programming at SPACES. This project group also serves to develop career skills of interns and when necessary or desired, serves as a coordinating committee for projects such as: GST, ASP steering committee initiated projects, retention project group initiated projects.

Specific responsibilities for the ASP Co-Coordinator are the following:

ASP Programs and Services

- Coordinate ASP Steering Committee meetings and retreats;
- Maintain accountability with ASP steering committee;

- With the Director of Internal Affairs, collaborate with entities on campus focused on retention in order to collaborate on materials, training, and general support such as the Campus Community Centers, OASIS, Counseling and Psychological Services; Collaborate with relative entities (i.e., Diversity Outreach, Recruitment, and Retention UC LEADS Coordinator from the Office of Graduate Studies) to assist in the planning of the Graduate School Tour and any other graduate school workshop efforts.
- Oversee and assist in the coordination of ASP programs and services such as the Booklending, Academic Success Series, and Peer Counseling & Mentoring Programs;
- Collaborate with the SIAPS Co-Coordinators to transition admitted high school seniors into retention programs, such as the yearly Overnight Program;
- Take, manage, and organize minutes from ASP meetings;
- Maintain records of ASP representative attendance;
- Develop and execute leadership development programs for interns;
- Collaborate with Media: Web & Marketing Coordinator to make minutes accessible on website.
- Collaborate with the Media: Web & Marketing Coordinator and the Director of Financial Affairs to make allocations and the budget accessible on the website;
- With the SPACES Director of Financial Affairs, plan and organize budget oversight training for the ASP Steering committees;
- Assist the SPACES Director of Financial Affairs in budget development;
- Collaborate with other ASP positions to develop retention programs as well as upkeep of ASP resources;
- Collaborate with retention project group on projects such as Graduate School Tour and Workshop Series.

Administrative Oversight

- Provide leadership and developmental support for all student interns;
- Provide work direction, foster collaboration, and facilitate strategic program planning among student interns through the Retention Project Group;
- Attend and participate fully in Co-Director/Coordinator meetings twice a week;
- Conduct bi-weekly one-to-one's with interns;
- Participate in bi-weekly one-to-one's with the SPACES Professional Staff;
- Collaborate with the SPACES Co-Directors and SIAPS Co-Coordinators to prepare agendas for the All-Staff and Board of Directors meetings;
- Record and organize minutes from the All-Staff and Board of Directors meetings into the SPACES Shared Drive and SPACES website;
- Facilitate and participate fully in the All-Staff and Board of Director meetings;
- Collaborate with the SPACES Co-Directors and SIAPS Co-Coordinators in coordinating of the All-Staff and Board of Directors Retreats;
- Facilitate and engage in activities that foster holistic development;
- Attend SPACES events when necessary;
- Ensure accountability with SPACES staff by maintaining uniform and consistent application of staff policies and regulations.
- Collaborate with SPACES Co-Coordinators and Co-Directors to help interns develop and execute an intern led All-Staff Meeting

Program and Community Outreach Development

- Develop goals and objectives, assessment, and evaluation in collaboration with the Co-Directors, SIAPS Co-Coordinators, and the SPACES Professional Staff;
- Conduct and promote outreach to improve communication with new and existing partnered organizations and centers on campus;
- Provide administrative support for SPACES sponsored events and community events in relation to access and retention initiatives;

- Assist in targeting organizations for specific development and assistance;
- Assist in providing guidance on operation and program development;
- With the Co-Directors and the SPACES Professional Staff, participate in meetings with the Vice Chancellor of Student Affairs Office, Campus Community Centers, OASIS, Counseling and Psychological Services, and other student services departments to strengthen student-run retention programs;
- Meet with SIAPS Co-Coordinators as needed to collaborate and bridge Access work with Retention efforts;
- Build and maintain connections with students, alumni, staff, and faculty members who are allies to SPACES;
- With the SPACES Co-Directors and SIAPS Co-Coordinators, build and maintain connections with the Associated Students when necessary;
- Represent SPACES to a number of committees, departments, and organizations including but not limited to Associated Students, Student Life, Campus Community Centers, CREATE, San Diego Education Consortium, Coalition of Neighborhood Councils, Statewide SIAP, etc.;
- Maintain a relationship with core orgs by attending one event funded by SPACES per quarter.

Data Management and Reports

- Maintain records of ASP co-sponsored events, to be included in the end-of-the-year report;
- Assist in the compilation of the annual SPACES report;
- Collaborate with the Co-Directors, SIAPS Co-Coordinators, and SPACES Professional Staff to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Consistently track and evaluate the effectiveness of all funded activities;
- Submit quarter and end-of-year self-evaluations experience to give an overall assessment of position and provide recommendations to incoming SPACES Student Staff for future improvements.

Other Duties

- Coordinate a self-initiated project during fall, winter or spring quarter;
- Complete weekly paperwork;
- Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory;
- Assist with SPACES administrative duties including data entry, photocopying, typing, and customer service;
- Become part of the SPACES family and work to promote the ASP Mission Statement relative to the SIAPS, SPACES, and AS Mission Statements to improve campus climate for all students;
- Other duties as assigned.

[Co-Coordinator and Co-Director Conditions of Employment \(refer to page 3\)](#)

[Co-Coordinator and Co-Director General Responsibilities \(refer to page 4\)](#)

[Co-Coordinator and Co-Director Qualifications \(refer to page 5\)](#)

[Weekly Hour Distribution \(refer to page 6\)](#)

[Student Staff Developmental Outcomes \(refer to page 7\)](#)

Student Promoted Access Center for Education and Service (SPACES)

Director of Financial Affairs

\$200 weekly stipend
15-19 hours per week
(May 2015-June 2016)

Director of Financial Affairs

With the collaboration of the SPACES Co-Directors, the ASP Co-Coordinators, and the SIAPS Co-Coordinators, the Director of Financial Affairs serves to oversee and support student-initiated and student-run access and programs. With the guidance of the SPACES Advisor along with relevant community advisors, this position is responsible for the consistency and development of programs and services that reflect the SPACES mission statement and charter. This person is responsible for overseeing of the SPACES annual budget, which consists of overseeing all spending from SPACES/ASP/SIAPS. This person will help each entity utilize their allocated money effectively under the mission of SPACES while upholding uniform and consistency of policies and procedures. The Director of Financial Affairs will have a critical role in compiling the End-of-the-Year Annual Report and in communicating the effectiveness of SPACES funded programs. Specific responsibilities for the Director of Financial Affairs are the following:

Job-Specific Responsibilities

Finance and Budget Development

- Manage and maintain an up-to-date version of the budget;
- Assess and update information in the SPACES Funding Handbook;
- Maintain uniform and consistent application of SPACES funding policies and regulations;
- Maintain communication with AS VP Finance and the Student Business Life Officers regarding finances;
- Assist in the proposal development for year-long programs of CORE organizations;
- Collaborate with the Media: Web & Marketing Coordinator, SPACES Co-Directors, ASP Co-Coordinators, and SIAPS Co-Coordinators to make allocations and the budget accessible on the website;
- Collaborate with the ASP and SIAPS Co-Coordinators to develop budget oversight training for the ASP and SIAPS steering committees and any affiliated organizations;
- Create the budget for the following fiscal year;
- Meet with the Vice Chancellor of Student Affairs at least once per quarter to discuss financial matters of SPACES and present budget and fiscal year plan;
- Coordinate assistance in Academic Year Budget Proposals.

Administrative Oversight

- Provide developmental, emotional, and leadership support for all student interns;
- Provide work direction, foster collaboration, and facilitate strategic program planning among student interns through the Communications Project Group;
- Attend and participate fully in weekly SPACES Co-Director meetings;
- Attend and participate fully in Co-Director/Coordinator meetings twice a week;
- Conduct bi-weekly one-to-one's with interns;
- Participate in bi-weekly one-to-one's with the SPACES Professional Staff;
- Collaborate with the SPACES Director of Internal Affairs to oversee communication and coordination components, which include but are not limited to disseminating information prior to meeting and follow-up for All-Staff Meetings;
- Collaborate with the SPACES Director of Internal Affairs to oversee material preparation and resource management of Board of Directors meetings, which include but are not limited to preparing copies, printing, room reservations, resources, AV/Tech, setup, clean-up, and attendance;
- Collaborate with the SPACES Co-Directors, ASP Co-Coordinators, and SIAPS Co-Coordinators to prepare agendas for the All-Staff and Board of Directors meetings;

- Record and organize minutes from the All-Staff and Board of Directors meetings into the SPACES Shared Drive and SPACES website;
- Facilitate and participate fully in the All-Staff and Board of Director meetings;
- Coordinate the All-Staff and Board of Directors Retreats;
- Facilitate and engage in activities that foster holistic development, which may require personal and emotional investments beyond job-specific duties;
- Collaborate with the SIAPS Co-Coordinators and the Advisor to organize the Access Collaborative meetings;
- Collaborate with the ASP Co-Coordinators and the Advisor to organize the Coalition for Equity & Inclusive Excellence meetings;
- Attend SPACES events when necessary;
- Ensure accountability with SPACES staff by maintaining uniform and consistent application of staff policies and regulations.

Program and Community Outreach Development

- Develop goals and objectives, assessment, and evaluation in collaboration with the SPACES Co-Directors, ASP Co-Coordinators, SIAPS Co-Coordinators and SPACES Professional Staff;
- Conduct and promote outreach to improve communication with new and existing partnered organizations;
- Provide administrative support for SPACES-sponsored events and community events for access and retention initiatives;
- Assist in targeting student organizations for specific development and assistance;
- Assist in providing guidance on operation and program development;
- With the ASP Co-Coordinators, SPACES Co-Directors, and SPACES Professional Staff, participate in meetings with the Campus Community Centers, OASIS, Counseling and Psychological Services, and other student services departments to strengthen student-run retention programs;
- With the SIAPS Co-Coordinators, SPACES Co-Directors, and SPACES Professional Staff, participate in meetings with TRiO, Early Academic Outreach Program, Cal-SOAP, Admissions Office, and other outreach departments to strengthen student-run access programs;
- Collaborate with the Advisor to facilitate workshops for the campus as well as city, county, regional, state, and national events addressing student-run access and retention programs, diversity issues, and this campus as a prospective institution for higher education;
- With the SPACES Co-Directors, ASP Co-Coordinators, SIAPS Co-Coordinators, and SPACES Professional Staff, implement strategic initiatives of the SPACES Strategic Planning Committee to meet the needs of students and participants in SPACES programs and services in the access-retention continuum;
- Build and maintain connections with students, alumni, staff, and faculty members who are allies to SPACES;
- With the Co-Directors and Co-Coordinators, build and maintain connections with the Associated Students;
- Represent SPACES to a number of committees, departments, and organizations including but not limited to Associated Students, Student Life, Campus Community Centers, CREATE, San Diego Education Consortium, Coalition of Neighborhood Councils, Statewide SIAP, etc.;
- Maintain a relationship with core orgs by attending one event funded by SPACES per quarter.

Data Management and Reports

- Maintain records of SPACES co-sponsored events, to be included in the end-of-the-year report;
- Compile the annual SPACES Annual Report in collaboration with the Advisor;
- Provide a variety of statistical/assessment/summary reports regarding finances;
- Provide a variety of statistical reports, analyzing information gathered from all projects, and preparing recommendations and/or summary reports;
- Collaborate with the SPACES Co-Directors, ASP Co-Coordinators, SIAPS Co-Coordinators, and SPACES Professional Staff to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Consistently track and evaluate the effectiveness of all funded activities;

- Submit quarter and end-of-year self-evaluations experience to give an overall assessment of position and provide recommendations to incoming SPACES Student Staff for future improvements.

Other Duties

- Complete weekly paperwork;
- Assist in facility maintenance including, but not limited to basic cleaning, rearrangement of furniture, and repair
- Assist with SPACES administrative duties including data entry, photocopying, typing, and customer service;
- Become part of the SPACES family and work to promote the ASP/SIAPS/SPACES Mission Statements relative to the AS Mission Statement to improve campus climate for all students;
- Plan and organize the SPACES End-of-the Year Celebration;
- Organize the SPACES Delegation for NCORE 2013.

[Co-Coordinator and Co-Director Conditions of Employment \(refer to page 3\)](#)

[Co-Coordinator and Co-Director General Responsibilities \(refer to page 4\)](#)

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[Student Staff Developmental Outcomes \(refer to page 7\)](#)

Student Promoted Access Center for Education and Service (SPACES)

Director of Internal Affairs

\$200 weekly stipend
15-19 hours per week
(May 2015-June 2016)

Director of Internal Affairs

With the collaboration of the SPACES Co-Directors, the ASP Co-Coordinators, and the SIAPS Co-Coordinators, the Director of Internal Affairs serves to oversee and support student-initiated and student-run access and programs. With the guidance of the SPACES Advisor along with relevant community advisors, this position is responsible for the consistency and development of programs and services that reflect the SPACES mission statement and charter.

The Director of Internal Affairs is responsible for paperwork related to Center documentation and assessment for student staff. Her/his primary duty is to oversee all SPACES Staff in terms of training, All-Staff Meetings, and the internship program. He/she must coordinate the documentation and evaluation of work completed, which they will further assess to produce data and reports following each quarter. The Director of Internal Affairs will serve as a resource to the Co-Directors, Co-Coordinators and Board of Directors to communicate about the internal structure and progress of the internship program. Specific responsibilities for the Director of Internal Affairs are the following:

Job-Specific Responsibilities

Internal Development and Organization

- Organize All Staff Socials periodically throughout the year (e.g. Grill & Chill, Bonfire, Halloween Party, SPACES birthday celebration, Valentines for All-Staff, Winter gift exchange etc.);
- Facilitate "Ourspace", a weekly session designed to improve staff basic counseling skills, group facilitation skills, and individual and group development;
- Facilitate the display and use of the "Thought Spot" to promote individual and group reflection;
- Coordinate student staff trainings, retreats, and All-Staff Meetings;
- With the Advisor, Co-Directors and Co-Coordinators develop student staff evaluations and assessments;
- Create and maintain records of staff attendance in All-Staff Meetings and weekly working hours;
- Assess and update information in the SPACES/ASP/SIAPS Charters;
- Develop staff policies and regulations to be organized in the SPACES Staff Manual;
- Collaborate with entities on campus focusing on retention in order to collaborate on materials, training, and general support such as the Campus Community Centers, OASIS, Counseling and Psychological Services;
- Maintain uniform and consistent application of staff policies and regulations;
- Coordinate the recruitment/selection process of SPACES Staff in the Hiring Committee;
- Assess and update job descriptions, position specific 1/5/10 year plans, letters to incoming interns and application of student staff and career staff;
- Record and organize minutes from All-Staff Meetings into the SPACES Shared Drive and SPACES website.

Administrative Oversight

- Provide developmental, emotional, and leadership support for all student interns;
- Provide work direction, foster collaboration, and facilitate strategic program planning among student interns through the Communications Project Group;
- Attend and participate fully in weekly SPACES Co-Director meetings;
- Attend and participate fully in weekly Co-Director/Coordinator meetings;
- Conduct bi-weekly one-to-one's with interns;
- Participate in bi-weekly one-to-one's with the SPACES Professional Staff;

- Collaborate with the SPACES Director of Financial Affairs to oversee communication and coordination components, which include but are not limited to disseminating information prior to meeting and follow-up for All-Staff Meetings;
- Collaborate with the SPACES Director of Financial Affairs to oversee material preparation and resource management of Board of Directors meetings, which include but are not limited to preparing copies, printing, room reservations, resources, AV/Tech, setup, clean-up, and attendance;
- Collaborate with the SPACES Co-Directors, ASP Co-Coordinators, and SIAPS Co-Coordinators to prepare agendas for the All-Staff and Board of Directors meetings;
- Record and organize minutes from the All-Staff and Board of Directors meetings into the SPACES Shared Drive and SPACES website;
- Facilitate and participate fully in the All-Staff and Board of Director meetings;
- Coordinate the All-Staff and Board of Directors Retreats;
- Facilitate and engage in activities that foster holistic development, which may require personal and emotional investments beyond job-specific duties;
- Collaborate with the SIAPS Co-Coordinators and the Advisor to organize the Access Collaborative meetings;
- Collaborate with the ASP Co-Coordinators and the Advisor to organize the Coalition on Equity and Exclusive Excellence meetings;
- Attend SPACES events when necessary;
- Ensure accountability with SPACES staff by maintaining uniform and consistent application of staff policies and regulations.

Program and Community Outreach Development

- Develop goals and objectives, assessment, and evaluation in collaboration with the SPACES Co-Directors, ASP Co-Coordinators, SIAPS Co-Coordinators and SPACES Professional Staff;
- Conduct and promote outreach to improve communication with new and existing partnered organizations;
- Provide administrative support for SPACES-sponsored events and community events for access and retention initiatives;
- Assist in targeting student organizations for specific development and assistance;
- Assist in providing guidance on operation and program development;
- With the ASP Co-Coordinators, SPACES Co-Directors, and SPACES Professional Staff, participate in meetings with the Campus Community Centers, OASIS, Counseling and Psychological Services, and other student services departments to strengthen student-run retention programs;
- With the SIAPS Co-Coordinators, SPACES Co-Directors, and SPACES Professional Staff, participate in meetings with TRiO, Early Academic Outreach Program, Cal-SOAP, Admissions Office, and other outreach departments to strengthen student-run access programs;
- Collaborate with the Advisor to facilitate workshops for the campus as well as city, county, regional, state, and national events addressing student-run access and retention programs, diversity issues, and this campus as a prospective institution for higher education;
- With the SPACES Co-Directors, ASP Co-Coordinators, SIAPS Co-Coordinators, and SPACES Professional Staff, implement strategic initiatives of the SPACES Strategic Planning Committee to meet the needs of students and participants in SPACES programs and services in the access-retention continuum;
- Build and maintain connections with students, alumni, staff, and faculty members who are allies to SPACES;
- With the Co-Directors and Co-Coordinators, build and maintain connections with the Associated Students;
- Represent SPACES to a number of committees, departments, and organizations including but not limited to Associated Students, Student Life, Campus Community Centers, CREATE, San Diego Education Consortium, Coalition of Neighborhood Councils, Statewide SIAP, etc.;
- Maintain a relationship with core orgs by attending one event funded by SPACES per quarter.

Data Management and Reports

- Maintain records of SPACES co-sponsored events, to be included in the end-of-the-year report;

- Collaborate with the SPACES Co-Directors and Advisor to coordinate data and assessments reflecting student staff personal, project, quarter, and end-of-the-year evaluations;
- Collaborate with the SPACES Co-Directors, ASP Co-Coordinators, SIAPS Co-Coordinators, and SPACES Professional Staff to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Provide a variety of statistical reports, analyzing information gathered from all projects, and preparing recommendations and/or summary reports;
- Assist in the compilation of the SPACES Annual Report;
- Consistently track and evaluate the effectiveness of all funded activities;
- Create an overall assessment of All-Staff by reviewing the quarterly and end-of-year self-evaluations ;
- Provide recommendations to incoming SPACES Student Staff for future improvements.

Other Duties

- Coordinate a self-initiated project during fall, winter or spring quarter;
- Complete weekly paperwork;
- Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory;
- Assist with SPACES administrative duties including data entry, photocopying, typing, and customer service;
- Become part of the SPACES family and work to promote the ASP/SIAPS/SPACES Mission Statements relative to the AS Mission Statement to improve campus climate for all students;
- Other duties as assigned.

[Co-Coordinator and Co-Director Conditions of Employment \(refer to page 3\)](#)

[Co-Coordinator and Co-Director General Responsibilities \(refer to page 4\)](#)

[Co-Coordinator and Co-Director Qualifications \(refer to page 5\)](#)

[Weekly Hour Distribution \(refer to page 6\)](#)

[Student Staff Developmental Outcomes \(refer to page 7\)](#)

Student Promoted Access Center for Education and Service (SPACES)

Director of Local Affairs

\$200 weekly stipend
15-19 hours per week
(May 2015-June 2016)

Director of Local Affairs

With the collaboration of the SPACES Co-Directors, the ASP Co-Coordinators, and the SIAPS Co-Coordinators, the Director of Local Affairs serves to oversee and support student-initiated and student-run access and programs. With the guidance of the SPACES Advisor along with relevant community advisors, this position is responsible for the consistency and development of programs and services that reflect the SPACES mission statement and charter.

The Director of Local Affairs is responsible for maintaining and building community relationships, connecting SPACES to community and non-profit organizations working in the San Diego area (specific organizations listed below). This person must collaborate with outreach entities at UC San Diego in order to establish site contacts, ensuring that student-initiated local programs are well represented at the administration level. In addition, the person filling this position must have unique and innovative ideas on how to connect UC San Diego undergraduates/SPACES to the local San Diego community, including but not limited to lobbying efforts, local partnership programs, and San Diego tours. This person must also help run the general volunteer program within SPACES. Specific responsibilities for the Director of Local Affairs are the following:

Job-Specific Responsibilities

Local Outreach Development

- Build and maintain relationships with local San Diego organizations working in educational equity and justice such as San Diego Education Consortium, the California Fund for Youth Organizing San Diego Youth Chapter, San Diego City Council's 4th District Youth Advisory Board, the Coalition of Neighborhood Councils;
- Maintain communication with the Student Affirmative Action Committee (SAAC) by attending meetings on at least a bi-weekly basis;
- Coordinate partnership with Logan Heights Library, in communication with the Chancellor's Office and EAOP;
- Create and manage a database of volunteers collaboratively with the Access Advisor;
- Coordinate volunteer orientations, retreats, and workshops as part of the SPACES Student Volunteer Program;
- Assist in the development of year-long access programs through trainings, workshops, and logistical support;
- Collaborate with the Co-Director of Statewide Affairs to coordinate one Lobby Visit every Spring quarter to a local representative, regarding issues of educational equity and access and retention in higher education;
- Attend events throughout the San Diego region that pertain to educational equity and access and retention in higher education and encourage attendance of SPACES staff and community members when possible.
- Develop political education workshops for SPACES, UCSD, or San Diego communities regarding issues relevant to educational equity;
- Maintain awareness of campus organizing initiatives and involve SPACES staff and community in them when appropriate.

Administrative Oversight

- Provide developmental, emotional, and leadership support for all student interns;
- Provide work direction, foster collaboration, and facilitate strategic program planning among student interns through the Community Project Group;
- Collaborate with SIAPS Co-Coordinators in developing the annual SIAPS College Tour and assist with outreach to high school students;
-
- Attend and participate fully in weekly Co-Director meetings;

- Attend and participate fully in Co-Director/Coordinator meetings twice a week;
- Conduct bi-weekly one-to-one's with interns;
- Participate in bi-weekly one-to-one's with the SPACES Professional Staff;
- Collaborate with the SPACES Co-Directors, ASP Co-Coordinators, and SIAPS Co-Coordinators to prepare agendas for the All-Staff and Board of Directors meetings and to oversee material and resource management in the center;
- Help facilitate and participate fully in the All-Staff and Board of Director meetings;
- Collaboratively coordinate the All-Staff and Board of Directors Retreats;
- Facilitate and engage in activities that foster holistic development, which may require personal and emotional investments beyond job-specific duties;
- Attend SPACES events when necessary;
- Ensure accountability with SPACES staff by maintaining uniform and consistent application of staff policies and regulations.

Program and Community Outreach Development

- Develop goals and objectives, assessment, and evaluation for SPACES staff in collaboration with the SPACES Co-Directors, ASP Co-Coordinators, SIAPS Co-Coordinators and SPACES Professional Staff;
- Conduct and promote outreach to improve communication with new and existing partnered organizations;
- Provide administrative support for SPACES-sponsored events and community events for access and retention initiatives;
- Collaborate with Director of Statewide Affairs and interns to create programs that will utilize partnered sites such as the Logan Heights Library;
- Assist in targeting student organizations for specific development and assistance;
- Assist in providing guidance on operation and program development;
- With the ASP Co-Coordinators, SPACES Co-Directors, and SPACES Professional Staff, participate in meetings with the Campus Community Centers, OASIS, Counseling and Psychological Services, and other student services departments to strengthen student-run retention programs;
- With the SIAPS Co-Coordinators, SPACES Co-Directors, and SPACES Professional Staff, participate in meetings with TRIO, Early Academic Outreach Program, Cal-SOAP, Admissions Office, and other outreach departments to strengthen student-run access programs;
- Build and maintain connections with students, alumni, staff, and faculty members who are allies to SPACES;
- With the Co-Directors and Co-Coordinators, build and maintain connections with the Associated Students;
- Represent SPACES to a number of committees, departments, and organizations including but not limited to Associated Students, Student Life, Campus Community Centers, CREATE, San Diego Education Consortium, Coalition of Neighborhood Councils, Statewide SIAP, etc.;
- Maintain a relationship with core orgs by attending one event funded by SPACES per quarter.

Data Management and Reports

- Assist in the compilation of the annual SPACES Annual Report;
- Collaborate with the SPACES Co-Directors, ASP Co-Coordinators, SIAPS Co-Coordinators, and SPACES Professional Staff to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Consistently track and evaluate the effectiveness of all funded activities;
- Submit quarterly self-evaluations to document job experience give an overall assessment of position and provide recommendations to incoming SPACES Staff for future improvements.

Other Duties

- Coordinate a self-initiated project during fall, winter or spring quarter;
- Complete weekly paperwork;

- Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory;
- Assist with SPACES administrative duties including data entry, photocopying, typing, and customer service;
- Become part of the SPACES family and work to promote the ASP/SIAPS/SPACES Mission Statements relative to the AS Mission Statement to improve campus climate for all students;
- Other duties as assigned.

[Co-Coordinator and Co-Director Conditions of Employment \(refer to page 3\)](#)

[Co-Coordinator and Co-Director General Responsibilities \(refer to page 4\)](#)

[Co-Coordinator and Co-Director Qualifications \(refer to page 5\)](#)

[Weekly Hour Distribution \(refer to page 6\)](#)

[Student Staff Developmental Outcomes \(refer to page 7\)](#)

Student Promoted Access Center for Education and Service (SPACES)

Director of Statewide Affairs

\$200 weekly stipend
15-19 hours per week
(May 2015-June 2016)

Director of Statewide Affairs

With the collaboration of the SPACES Co-Directors, the ASP Co-Coordinators, and the SIAPS Co-Coordinators, the Director of Statewide Affairs serves to oversee and support student-initiated and student-run access and programs. With the guidance of the SPACES Advisor along with relevant community advisors, this position is responsible for the consistency and development of programs and services that reflect the SPACES mission statement and charter. The Director of Statewide Affairs is responsible for the continuing development of a statewide network for student initiated access and retention centers within the University of California. The primary duty of this person is to maintain communication with the other UC campuses in order to develop a coalition of students that can share resources and advocate for educational justice in a statewide context. This person must coordinate conference calls, visits and statewide conferences. Overall, the Director of Statewide Affairs will serve as a resource to SPACES and its affiliates in order to communicate about the history, processes, methodologies and development of all access and retention centers statewide. Specific responsibilities for the Director of Statewide Affairs are the following:

Job-Specific Responsibilities

External Outreach Development

- Create and maintain contact with the access and retention centers of each UC campus;
- Maintain communication with representatives of the AS Council, most particularly the Vice President of External Affairs;
- With the Co-directors and Co-coordinators, coordinate the quarterly AS Presentation;
- Collaborate with UC Student Association and the UCSD External office to organize UCSD's delegation in the Students of Color Conference;
- With the Advisor and AS AVP Diversity, organize and develop UCSD's participation in the annual National Conference on Race and Ethnicity;
- Create and maintain policies regarding SPACES sponsored participation in conferences through pre-conference informational workshops;
- Coordinate a delegation report-back following each SPACES sponsored conference through facilitated debrief sessions;
- Collaborate with CORE organizations, other entities on campus, and students to organize participation in various other statewide or national conferences;
- Advocate for student-initiated outreach and retention efforts within statewide venues such as the state government and the UC Regents.
- Collaborate with Co-Director of Local Affairs to work with the AS External Office and Local Affairs office to coordinate the UCSD Lobby Corps, and the UCSD delegation to the annual UC Student Association's Lobby Conference;
- Collaborate with AS Local Affairs and Co-Director of Local Affairs to coordinate one Lobby Visit every Spring quarter to a local representative, regarding issues of educational equity and access and retention in higher education;
- Coordinate and Plan annual "SPACES Road trip" event that will take staff to visit other UC Campuses in order to have strategic planning meetings with each SIO center;

Administrative Oversight

- Provide developmental, emotional, and leadership support for all student interns;

- Provide work direction, foster collaboration, and facilitate strategic program planning among student interns through the Community-Education project group;
- Attend and participate fully in weekly SPACES Co-Director meetings;
- Attend and participate fully in Co-Director/Coordinator meetings twice a week;
- Conduct bi-weekly one-to-one's with interns;
- Participate in bi-weekly one-to-one's with the SPACES Professional Staff;
- Collaborate with the SPACES Director of Local Affairs to oversee the communication and coordination components, which include but are not limited to disseminating information prior to meeting and follow-up for Board of Directors Meetings;
- Collaborate with the SPACES Director of Local Affairs to oversee the material preparation and resource management of All-Staff Meetings, which include but are not limited to preparing copies, printing, room reservations, resources, AV/Tech, setup, clean-up, and attendance;
- Collaborate with the SPACES Co-Directors, ASP Co-Coordinators, and SIAPS Co-Coordinators to prepare agendas for the All-Staff and Board of Directors meetings;
- Record and organize minutes from the All-Staff and Board of Directors meetings into the SPACES Shared Drive and SPACES website;
- Facilitate and participate fully in the All-Staff and Board of Director meetings;
- Coordinate the All-Staff and Board of Directors Retreats;
- Facilitate and engage in activities that foster holistic development, which may require personal and emotional investments beyond job-specific duties;
- Collaborate with the SIAPS Co-Coordinators and the Advisor to organize the Access Collaborative Meetings;
- Collaborate with the ASP Co-Coordinators and the Advisor to organize the Coalition on Equity and Exclusive Excellence meetings.
- Attend SPACES events when necessary;
- Ensure accountability with SPACES staff by maintaining uniform and consistent application of staff policies and regulations.

Program and Community Outreach Development

- Develop goals and objectives, assessment, and evaluation in collaboration with the SPACES Co-Directors, ASP Co-Coordinators, SIAPS Co-Coordinators and SPACES Professional Staff;
- Conduct and promote outreach to improve communication with new and existing partnered organizations;
- Provide administrative support for SPACES-sponsored events and community events for access and retention initiatives;
- Collaborate with Director of Local Affairs and interns to create programs that will utilize partnered sites such as the Logan Heights Library;
- Assist in targeting student organizations for specific development and assistance;
- Assist in providing guidance on operation and program development;
- With the ASP Co-Coordinators, SPACES Co-Directors, and SPACES Professional Staff, participate in meetings with the Campus Community Centers, OASIS, Counseling and Psychological Services, and other student services departments to strengthen student-run retention programs;
- With the SIAPS Co-Coordinators, SPACES Co-Directors, and SPACES Professional Staff, participate in meetings with TRiO, Early Academic Outreach Program, Cal-SOAP, Admissions Office, and other outreach departments to strengthen student-run access programs;
- Collaborate with the Advisor to facilitate workshops for the campus as well as city, county, regional, state, and national events addressing student-run access and retention programs, diversity issues, and this campus as a prospective institution for higher education;
- With the SPACES Co-Directors, ASP Co-Coordinators, SIAPS Co-Coordinators, and SPACES Professional Staff, implement strategic initiatives of the SPACES Strategic Planning Committee to meet the needs of students and participants in SPACES programs and services in the access-retention continuum;
- Build and maintain connections with students, alumni, staff, and faculty members who are allies to SPACES;

- With the Co-Directors and Co-Coordinators, build and maintain connections with the Associated Students;
- Represent SPACES to a number of committees, departments, and organizations including but not limited to Associated Students, Student Life, Campus Community Centers, CREATE, San Diego Education Consortium, Coalition of Neighborhood Councils, Statewide SIAP, etc.;
- Maintain a relationship with core orgs by attending one event funded by SPACES per quarter.

Data Management and Reports

- Maintain records of SPACES sponsored conferences, to be included in the end-of-the-year report;
- Provide a variety of statistical reports, analyzing information gathered from all projects, and preparing recommendations and/or summary reports;
- Assist in the compilation of the annual SPACES report;
- Complete and submit the Annual Performance Report (APR) for the Student Academic Preparation and Educational Partnership (SAPEP) programs;
- Collaborate with the SPACES Co-Directors, ASP Co-Coordinators, SIAPS Co-Coordinators, and SPACES Professional Staff to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Consistently track and evaluate the effectiveness of all funded activities;
- Submit quarter and end-of-year self-evaluations experience to give an overall assessment of position and provide recommendations to incoming SPACES Student Staff for future improvements.

Other Duties

- Coordinate a self-initiated project during fall, winter or spring quarter;
- Complete weekly paperwork;
- Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory;
- Have access and responsibility over all SPACES materials and equipment (e.g. projector, camera, laptops) and oversee checkout processes;
- Assist with SPACES administrative duties including data entry, photocopying, typing, and customer service;
- Become part of the SPACES family and work to promote the ASP/SIAPS/SPACES Mission Statements relative to the AS Mission Statement to improve campus climate for all students;
- Advocate for the SPACES mission statement and programs on and off campus;
- Other duties as assigned.

[Co-Coordinator and Co-Director Conditions of Employment \(refer to page 3\)](#)

[Co-Coordinator and Co-Director General Responsibilities \(refer to page 4\)](#)

[Co-Coordinator and Co-Director Qualifications \(refer to page 5\)](#)

[Weekly Hour Distribution \(refer to page 6\)](#)

[Student Staff Developmental Outcomes \(refer to page 7\)](#)

Student Promoted Access Center for Education and Service (SPACES)

(2) Student-Initiated Access Programs and Services (SIAPS) Co-Coordinator

\$200 weekly stipend
15-19 hours per week
(May 2015-June July 2016)

SIAPS Co-Coordinator

With the collaboration of the SPACES Co-Directors and the ASP Co-Coordinators, the SIAPS Co-Coordinators will work to develop, organize and support creative student-initiated programs that focus on access to higher education. With the guidance of the SPACES Advisor and relevant community advisors, this position is responsible for the consistency and development of programs and services that reflect the SIAPS mission statement and charter. This person is primarily responsible for overseeing student-run access programs assisting with program and budget development, administrative support, and evaluation of effectiveness. The SIAPS Co-Coordinators are responsible for overseeing the SIAPS Steering Committee consisting of representatives from student organizations exhibiting a commitment to increasing access to higher education for disadvantaged students.

- **College Tour**

SIAPS College Tour is a 3-day, 2-night program during Winter Break or Quarter for high school students who live in the San Diego area. The program takes students through UC, CSU, and private school campuses across Southern California and integrates workshops pertaining to identity development, social consciousness, college preparedness, and academic skill-building with college campus tours and regional sight-seeing activities to provide program participants with a holistically empowering experience. SIAPS Co-coordinators lead the entire access project group in coordinating this Fall Quarter collaborative project.

- **Overnight Program**

SIAPS Overnight Program is a program early Spring Quarter for admitted high school seniors from 4th & 5th quintile schools in the San Diego, Imperial County, Inland Empire, and Bay Area Regions. It is a student-run program with the support of UCSD Staff that allows admitted high school seniors from these regions to experience the university environment and campus life. The SIAPS Overnight Program is a yield program that aims to increase UC San Diego's matriculation rate among students from 4th and 5th quintile schools. The SIAPS Co-coordinators lead the entire SPACES staff, SIAPS Steering Committee, and CORE organizations in coordinating this Winter Quarter collaborative project.

- **Summer Summit Program**

The SIAPS Summer Summit Program is a 6-day/5-night Summer Residential Program for high school students within the San Diego Region. High school students are partnered up with a current undergraduate who will serve as their residential advisor during the duration of the program and a resource advisor for the following school year. It provides high school students the opportunity to experience dormitory residential life while building up leadership skills, gaining information and resources about getting into the university, as well strengthening their interpersonal skills.

Job-Specific Responsibilities

SIAPS Programs and Services

- Coordinate meeting space and time for all SIAPS Access Council, Finance and Steering Committee meetings
- Maintain accountability within the SIAPS steering committee;
- Provide leadership and developmental support of SPACES year-long access programs through trainings, workshops, and logistical support for SPACES access interns;
- Facilitate access intern collaboration with SPACES CORE Organizations, assist in volunteer recruitment and training, and/or advise the development of internal program structures to follow through with strategic, long-

term initiatives for the development, growth, and sustainability of SPACES year-long access programs;

- With the Director of Local Affairs, collaborate with entities on campus focusing on access in order to collaborate on materials, training, and general support such as TRiO, Early Academic Outreach Program, CREATE, and Cal-SOAP;
- Oversee and assist in the coordination of the annual College Tour, Overnight, and Summer Summit Programs;
- Develop and maintain a parent component that seeks to engage and provide parents with any resources or information that may assist with student access to higher education;
- Collaborate with the ASP Co-Coordinators to transition admitted high school seniors into retention programs;
- Take, manage, and organize minutes from SIAPS meetings;
- Maintain records of SIAPS representative attendance;
- Collaborate with Media: Web & Marketing Coordinators to make minutes accessible on website;
- Collaborate with the Media: Web & Marketing Coordinators and the Director of Financial Affairs to make allocations and the budget accessible on the website;
- With the SPACES Director of Financial Affairs, plan and organize budgeting and funding guideline trainings for the SIAPS Steering committees;
- Assist the SPACES Director of Financial Affairs in budget development;
- Assist in the proposal development for year-long access programs of SPACES CORE organizations.

Administrative Oversight

- Provide developmental, emotional, and leadership support for all student interns;
- Provide work direction, foster collaboration, and facilitate strategic program planning among student interns through the Access Project Group;
- Attend and participate fully in Co-Director/Coordinator meetings twice a week;
- Conduct bi-weekly one-to-one's with interns;
- Participate in bi-weekly one-to-one's with the SPACES Professional Staff;
- Collaborate with the SPACES Co-Directors and ASP Co-Coordinators to prepare agendas for the All-Staff and Board of Directors meetings;
- Record and organize minutes from the All-Staff and Board of Directors meetings into the SPACES Shared Drive and SPACES website;
- Facilitate and participate fully in the All-Staff and Board of Director meetings;
- Coordinate the All-Staff and Board of Directors Retreats;
- Facilitate and engage in activities that foster holistic development, which may require personal and emotional investments beyond job-specific duties;
- Collaborate with the Advisor to organize the Access Collaborative meetings;
- Attend SPACES events when necessary;
- Ensure accountability with SPACES Staff by maintaining uniform and consistent application of staff policies and regulations.

Program and Community Outreach Development

- Develop goals and objects, assessment, and evaluation in collaboration with the Co-Directors, ASP Co-Coordinators, and the SPACES Professional Staff;
- Collaborate with Director of Local Affairs to conduct and promote outreach to improve communication with new and existing partnered organizations;
- Provide administrative support for SPACES sponsored events and community events in relation to access initiatives;
- Assist in targeting organizations focused on access efforts for specific development and assistance;
- Assist in providing guidance on operation and program development;

- With the Co-Directors, and the SPACES Professional Staff, participate in meetings with TRiO, Early Academic Outreach Program, Cal-SOAP, Admissions Office, and other outreach departments to strengthen student-run access programs;
- Collaborate with the Advisor to facilitate workshops and programs for the campus as well as city, county, regional, state, and national events addressing student-run access and retention programs, diversity issues, and this campus as a prospective institution for higher education;
- Meet with Director of Local Affairs two to three times per quarter to find points of collaboration to work with the San Diego Community.
- Meet with ASP Co-Coordinators as needed to collaborate and bridge Access work with Retention efforts;
- With the SPACES Co-Directors and ASP Co-Coordinators, develop strategic initiatives to implement participants in all SPACES programs in the access-retention continuum;
- Build and maintain connections with students, alumni, staff, and faculty members who are allies to SPACES;
- With the SPACES Co-Directors and ASP Co-Coordinators, build and maintain connections with the Associated Students;
- Represent SPACES to a number of committees, departments, and organizations including but not limited to Associated Students, Student Life, Campus Community Centers, CREATE, San Diego Education Consortium, Coalition of Neighborhood Councils, Statewide SIAP, etc.;
- Visit sites of core organization programs funded through SPACES, SIAPS, or ASP at least once a year. This visit will be to provide the SIAPS Co-coordinators with an opportunity to engage and provide support to each program;
- Maintain a relationship with core orgs by attending one event funded by SPACES per quarter.

Data Management and Reports

- Maintain records of SIAPS co-sponsored events, to be included in the end-of-the-year report;
- Provide a variety of statistical reports, analyzing information gathered from all projects, and preparing recommendations and/or summary reports;
- Assist in the compilation of the annual SPACES report;
- Collaborate with the Director of Statewide Affairs in completing and submitting the Annual Performance Report (APR) for the Student Academic Preparation and Educational Partnership (SAPEP) programs;
- Collaborate with the Co-Directors, ASP Co-Coordinators, and SPACES Professional Staff to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Prepare and present reports and presentations as necessary to Associated Students and other campus entities as necessary to maintain transparency in SPACES access projects and initiatives;
- Consistently track and evaluate the effectiveness of all funded activities;
- Submit quarter and end-of-year self-evaluations experience to give an overall assessment of position and provide recommendations to incoming SPACES Student Staff for future improvements.

Other Duties

- Coordinate a self-initiated project during fall, winter or spring quarter;
- Complete weekly paperwork;
- Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory;
- Assist with SPACES administrative duties including data entry, photocopying, typing, and customer service;
- Become part of the SPACES family and work to promote the SIAPS Mission Statement relative to the ASP, SPACES, and AS Mission Statements to improve campus climate for all students;
- Other duties as assigned.

Additional Qualifications

- Must be available from June to August, 2014 to shadow former SIAPS Co-Coordinators throughout the planning of Summer Summit 2014 and during the program itself;
- Must be available from June 2015 to July 2015 to coordinate and plan Summer Summit 2015.

[Co-Coordinator and Co-Director Conditions of Employment \(refer to page 3\)](#)

[Co-Coordinator and Co-Director General Responsibilities \(refer to page 4\)](#)

[Co-Coordinator and Co-Director Qualifications \(refer to page 5\)](#)

[Weekly Hour Distribution \(refer to page 6\)](#)

[Student Staff Developmental Outcomes \(refer to page 7\)](#)