Asian and Pacific-Islander Student Alliance (APSA)
Community Retention In Solidarity and Empowerment (RISE) Coordinator

$9.50 per hour at 10-15 hours per week
(May 2015-June 2016)

SPACES Asian and Pacific Islander Retention Program

APSA Community RISE Coordinator will be in charge of coordinating retention events/programs, and will serve primarily as an advisory and administrative role for the RISE Program. Their primary focus as an advisory and administrative figure is to be a resource for the establishment and maintenance of retention programs that promote educational equity and the academic, social, financial, cultural and political retention for Asian and Pacific Islander communities, and to maintain lines of communication with Asian and Pacific Islander organizations on campus. The RISE program and coordinator will work collaboratively and closely with APSA by helping to further develop retention programs and events in ways that would more effectively reach out to the greater Asian and Pacific Islander community at UCSD. The Retention Coordinator will be working with APSA throughout the school year, but is not limited in what organizations and community groups they would want to reach out to and organize with.

Job-Specific Responsibilities

- Chair and lead the APSA RISE Program Committee in providing administrative and advisory support to other RISE program coordinators such as the Mentee-Mentor Program Coordinator, etc.;
- Continue development and sustainability of the APSA Community RISE Program;
- Assist in coordinating retention events and programs that reflect the needs of API students in higher education that provide social, financial, academic, cultural, political and wellness support;
- Create a supportive space of dialogue and programming that pertains to the experience of API students;
- Provide administrative support for API student organizations interested in developing and strengthening existing retention components/programs such as but not limited to: API Heritage Month, Study Jams, San Diego Asian Film Festival (SDAFF) Film Screening, and peer counseling;
- Collaborate with the APSA RISE Committee to coordinate at least two off-campus field trip per year to sites of historical, cultural, or political significance to underrepresented students (i.e. Museums, Parks, Libraries, Non-Profit orgs, Manzanar Trip, Fred Korematsu Day);
- Collaborate with and create awareness about campus resources that students can utilize, including but not limited to: the Campus Community Centers (Black Resource Center, Cross-Cultural Center, LGBT Resource Center, Raza Resource Centro, and Women's Center), Career Services Center, OASIS, etc.;
- Collaborate with the APSA LEAP Access Coordinator to outreach to API communities to get involved in access work;
- Attend bi-monthly APSA General Body Meetings and APSA Board Meetings weekly to discuss retention programs that would reach out to other API organizations;
- Coordinate yearly trip to the Listen to the Silence Conference at Stanford University;
- Update the directory of past programs with contact information;
- Compile program information into an annual report at the end of the school year to track progress and to provide foundation for improving in the future;
- Collaborate with the Retention Project Group or APSA RISE Committee to develop Graduate Studies preparation workshops or programs.

General Responsibilities

- Available to work on occasional evenings and weekends;
- Participate in bi-weekly one-to-one meetings 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;
- 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/or 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.

Qualifications
- Pay quarterly registration fees for each quarter employed;
- Understanding of the mission and aspiration of SPACES and those affiliated with it;
- Understanding of the importance of access and retention in relation to equal access to education, diversity, and cultural/socioeconomic struggles and oppressions;
- Strong passion and commitment for educational equity;
- Ability to manage and uphold accountability;
- Ability to communicate effectively in one-on-one and group settings;
- Ability to recognize one's own impact on others;
- Flexible to meet the dynamic and fast-paced needs of SPACES;
- Ability to organize and manage multiple projects;
- Progressive and innovative leadership approach;
- Proven experience working cooperatively as part of a team;
- Ability to work collaboratively with students, faculty, staff, and the wider San Diego community, which the university serves;
- Ability to maintain confidentiality with highly-sensitive information;
- Demonstrate understanding and sensitivity to the needs of different communities especially those from underrepresented and underserved backgrounds;
- Eligibility: Anyone who will not be employed at OASIS or one of UCSD's Campus Community Centers (Black Resource Center, 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 employed anywhere else.

Intern 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.

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
- Co-Coordinator and Co-Director Meetings
- Meetings with Departments
- Organization Meetings
- Events

A typical 10-15 hour week for interns will look similar to the following outline:
- Office Hours (5 hours)
- All-Staff Meeting (1.5 hours)
- Project Group Meeting (1.5 hours)
- One-to-One Meetings (1 hour) – every other week
- Field Hours (6.5 hours)
  - Minimum 1.5 hours per week
  - Additional 5 hours are optional

Conditions of Employment

In order to be considered for an internship at SPACES, 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 All-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 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 10-15 hours/week	September 14, 2015 - June 30, 2016

Student Staff Developmental Outcomes

The overall goal of the SPACES Student Staff program is to provide student staff 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.