The Collective Voice

In line with SPACES’ mission of valuing “the power of student initiated action,” “providing an environment for student growth and development,” and creating “unity through community engagement,” The Collective Voice serves as UCSD’s progressive voice by promoting social unity, justice and awareness across the many communities that exist on campus.

The Collective Voice helps create a sense of bravery, honesty and community for students who may otherwise feel unwelcome at UC San Diego’s challenging campus climate, thereby contributing to existing retention efforts on campus. The Collective Voice deeply values students’ voices by providing an outlet for open dialogue surrounding issues and developments affecting their communities. Additionally, The Collective Voice is committed to challenging and improving the campus climate and serves as a platform for UC San Diego’s progressive communities to outreach, collaborate, and communicate with the communities in the greater San Diego area.

The Collective Voice recognizes that literary and artistic expression has long served as tools through which to heal through structural trauma. Most importantly, The Collective Voice provides marginalized students the opportunity to autonomously determine the representation of their identities and beliefs, to express themselves, and report alternative news that is not otherwise covered by mainstream media. The Collective Voice, in partnership with SPACES, allows for the creation of “an empowering dynamic...where UC San Diego students collaborate to achieve greater educational equity.” It is through this mission that the collective of diverse voices in one newspaper will actively build empowering progressive and radical communities on the UC San Diego campus and in the San Diego community.

Job-Specific Responsibilities

The co-editors of The Collective Voice are responsible for the quarterly publications. The editors’ primary duty is to supervise the themes and content of The Collective Voice. All articles, editorials, feature pieces, advertisements, photographs, and graphics are subject to the approval and editing of the co-editors in order to assure the adherence to the above mission statement.

- Establish a Collective Voice staff and facilitate staff development by conducting weekly staff meetings, tutorials, workshops, readings, and dialogue spaces;
- Create and adhere to a production schedule;
- Contribute to and facilitate design editing and copy editing;
- Serve as primary contacts for contributions, inquiries, larger community communications, and Advanced Web Offset printing press;
- Facilitate The Collective Voice staff development by conducting weekly staff meetings, tutorials, workshops, readings, or dialogue spaces;
- Facilitate the interview and matriculation process for writers, artists, photographers, publicists, Copy Editor/s, Design Editor/s, and Web Editor;
- Incorporate news, opinions, and events that reflect diverse communities in San Diego;
- Outreach to the greater UCSD community by finding progressive and/or radical organizations, students, and the Director of External Affairs to collaborate with and contribute to The Collective Voice;
- Monitor the newspaper’s expenditures and maintain communication with the printer company;
- Collaborate with the entire SPACES staff to build relationships with writers, artists, and photographers on campus;
- Organize and develop The Collective Voice archive and ourstory for future interns;
- Distribute and publicize the newspaper to the UC San Diego campus and the San Diego community;
• Maintenance and development of the online component of The Collective Voice;
• Continue The Collective Voice guide for future Co-EIC interns.

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.

Job-specific Qualifications
• Experience working in a staff position on a publication project;
• Basic journalism skills such as copy editing, design layout, research skills, and/or journalistic writing;
• Experience using Adobe Creative Suite preferred;
• Group facilitation skills for staff development;
• Demonstrate an awareness of campus climate issues, such as diversity, social justice, and progressive activities of different student organizations;
• Demonstrate understanding of the importance of access and retention.

General 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)
  o Minimum 1.5 hours per week
  o 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:

<table>
<thead>
<tr>
<th>Conditions</th>
<th>2015 – 2016 Dates</th>
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<tr>
<td>UC San Diego Undergraduate enrolled in all 3 academic quarters</td>
<td>2015-2016 Academic School Year</td>
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<tr>
<td>Not employed at OASIS or one of UC San Diego’s Campus Community Centers</td>
<td>2015-2016 Academic School Year</td>
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<td>(Black Resource Center, Cross-Cultural Center, LGBT Resource Center, Raza</td>
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<td>Resource Centro, and Women’s Center), or in a high-demand student</td>
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<td>leadership roles (e.g. chair/vice-chair of a student organization)</td>
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<td>If hired at a second job, SPACES must remain as the first priority. Cannot exceed</td>
<td>2015-2016 Academic School Year</td>
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<td>working over a total of 19 hours per week during academic sessions per</td>
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<td>Student Life policies.</td>
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<td>Attend All-Staff Orientation Meeting</td>
<td>May 8, 2015; 4-6pm</td>
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<td>Complete hiring paperwork with Student Life Human Resources.</td>
<td>May 22, 2015</td>
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<tr>
<td>SPACES End of the Year Celebration 2015</td>
<td>TBD</td>
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<td>Participate in Job Shadowing (Week 7-10): 2 hours/week</td>
<td>May 11-June 5, 2015</td>
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<tr>
<td>Participate in SPACES All-Staff Summer Retreat</td>
<td>(7am) September 14-6pm September 15, 2015</td>
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<td>Attend SPACES All-Staff Training</td>
<td>September 16-18, 2015; 9-4pm September 21, 2015; 9-12pm</td>
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<td>Participate in Welcome Week planning and activities</td>
<td>September 21-25, 2015</td>
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<tr>
<td>Attend SPACES All-Staff Winter Retreat</td>
<td>January 23, 2016; 9-5pm</td>
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<tr>
<td>Attend SPACES Weekly Project Group &amp; All-Staff Meetings</td>
<td>Every Tuesday and Thursday; 3:30-4:50pm</td>
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<td>Available to work 10-15 hours/week</td>
<td>September 14, 2015 - June 30, 2016</td>
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**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.