



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.

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.

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.

Coco 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)

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 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 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.