

## (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 4<sup>th</sup> & 5<sup>th</sup> 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 4<sup>th</sup> and 5<sup>th</sup> 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.

### **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:**

<b>Conditions</b>	<b>2015 – 2016 Dates</b>
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"> <li>• Interns: 10-15 hours/week</li> <li>• Co-Coordinator/Directors: 15-19 hours/week               <ul style="list-style-type: none"> <li>○ 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</li> </ul> </li> </ul>	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.