(2) Academic Success Program (ASP) Resource Coordinator
$9.50 per hour at 10-15 hours per week
(July 2014 – June 2015)

The ASP Resource Coordinator will be in charge of organizing, maintaining, and innovating the ASP Booklending Program each quarter to combat income disparities and aid low income students in access to education materials necessary for academic success. The ASP Booklending Program is an entity that exists to relieve financial burdens of higher education for circumstanced students by lending textbooks to students who demonstrate financial need. The ASP Resource Coordinator will create programs to promote academic success and support and be knowledgeable of campus resources to refer students to.

Job-Specific Responsibilities
- Update and record book inventory on a quarterly basis;
- Communicate with UCSD Bookstore to obtain and edit quarterly textbook list;
- Categorize and organize textbooks and other educational course materials throughout the quarter;
- Collaborate with professional staff to create or find a new computational program for ASP Booklending;
- Maintain and innovate the ASP Booklending computational program;
- Maintain and innovate the ASP Booklending website;
- Oversee the development of project staff positions. Recruit and train project staff members;
- Publicize/Advertise the ASP Booklending Program and its service;
- Coordinate workshops, programs, events, throughout the quarter except summer sessions;
- Coordinate with CAPS, Career Services Center, OASIS, and other entities on campus to create workshops, programs, or events;
- Each Coordinator should coordinate one event individually and one event collaboratively with their Co-Coordinator per quarter;
- Allocate and distribute Booklending for summer sessions the week following the conclusion of Spring Quarter;
- Retrieve books allocated for summer sessions the week prior to the beginning of Fall Quarter;
- Collaborate with campus and community libraries to create programs that enhance academic success;
- Be accountable to the return process of the ASP Booklending Program;
- Collaborate with other entities on campus, such as the Campus Community Centers, to improve the range of textbooks that can be accessed;
- Collaborate with the Retention Project Group to access and maintain graduate/professional school preparatory standardized test materials;
- Collaborate with the Retention Project Group for the Annual Graduate School Tour;
  Collaborate with ASP Co-Coordinators to develop graduate/professional school preparatory workshops.

General Responsibilities
- Must be available on occasional evenings and weekends;
- Participate in bi-weekly one-to-one's with full-time staff, co-directors, co-coordinators, and members of the SPACES Board of Directors;
- Participate in mandatory weekly staff meetings, each Thursday from 3:30-5:00pm;
- 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;
- Complete weekly paperwork;
- Assist with Front Desk coverage and reception;
- 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;
- Flexible to meet the dynamic and high paced needs of SPACES;
- Understanding of the mission and aspiration of SPACES and those affiliated with it;
- 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;
- Ability to manage and uphold accountability;
- Proven experience working cooperatively as part of a team;
- Strong interpersonal skills, ability to communicate effectively in one-on-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;
- Ability to connect with the Greater San Diego Community;
- Eligibility: Anyone who will not be employed at OASIS or one of UCSD's Campus Community Centers (CCC, Women's Center, LGBTRC) or in a high-demand student leadership roles for the 2014-2015 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.

Conditions of Employment

In order to be considered for an internship at SPACES, you must agree to the following conditions:

Conditions	2014 – 2015 Dates
Undergraduate enrolled in all 3 academic quarters	2014-2015 Academic School Year
Not employed at OASIS or one of UCSD's Campus Community Centers (CCC, Women's Center, LGBTRC) or in a high-demand student leadership roles (e.g. chair/vice-chair of a student organization)	2014-2015 Academic School Year
If hired at a second job, SPACES must remain as the first priority	2014-2015 Academic School Year
All-Staff Transition Meeting	May 9, 2014; 5:00-7:00m
SPACES End of the Year Celebration 2014	May 23, 2014; 2:00-8:00pm
Job Shadowing (Week 7-10): 2 hours/week	May 12-June 6, 2014
SPACES All-Staff Summer Retreat	September 18-19, 2014
SPACES All-Staff Training	September 22-26, 2014; 9:00-4:00pm
Welcome Week planning and activities	September 29 – October 3, 2014
SPACES Weekly Project Group & All-Staff Meetings	Every Tuesday and Thursday 3:30-5:00pm
SPACES End of the Year Celebration 2015	May 22, 2015
Available to work: 10-15 hours/week	Sept. 11, 2014 – June 30, 2015

Developmental Outcomes

The overall goal of the SPACES Student Staff program is to provide students the opportunity to self-reflect, build community, and develop one's professional skills while working towards educational equity. At the end of the internship, each intern will be able to translate her/his 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.