



(2) Campus Diversity Engagement Coordinator

\$9.50 per hour at 10-15 hours per week

(September 2014 – June 2015)

SPACES Campus Diversity Engagement Program

The Campus Diversity Engagement (CDE) Program is an initiative of the Student Promoted Access Center for Education and Service that serves as an opportunity to engage prospective students from diverse backgrounds with the university community. Emphasis for the engagement program is to serve students from under-served and under-resourced backgrounds that traditionally do not have access to the university. The program is designed to expose these students to the undergraduate experience at the university by exposing them to the academic, social, cultural & political aspects of campus, (including issues of gender, race, class, sexuality, ableism, social justice, activism and more). In addition, the program is designed to help connect the UCSD student community to diversity and social justice initiatives in the city of San Diego/ the greater San Diego community. The Campus Diversity Engagement Program is to serve as both an access and a retention program.

- **Access Component**

The access component, the primary component of the program, is designed to reach out to historically underrepresented and underserved K-14 youth in the greater San Diego area and the state of California.

- **Alternative Tour Guide Retention & Social Justice Training/ Development Component**

The retention component is designed to reach out to historically underrepresented and underserved students here at the University. Both components should pass on knowledge of student activism and our story at UCSD. This component will include: tour guide trainings, tour guide bonding activities, and tour guide appreciation programs and events. It is intended for the volunteer student tour guides who will provide the campus tours with the CDE's. It is both designed to develop their skills and knowledge in social justice work, while retaining them at the university.

- **Volunteer Recruitment/Retention**

Interns will publicize the Campus Diversity Engagement Program to the student body and recruit and maintain a regularly updated database of volunteers. The volunteers will undergo a training program hosted by the Campus Diversity Engagement coordinators. Interns will create a sense of community among the volunteers by planning quarterly/bi-annual events to celebrate, share stories, and learn from each other.

- **Campus Tour**

Campus Tours will be a key component of the Campus Diversity Engagement Program. Interns will be charged with developing and researching significant events related to the university and situating those events at specific points on campus. The goal is to make the Campus Tours engaging, vibrant and personal for both the prospective students and student volunteers.

- **Student, Staff, Faculty Panel**

Student Panels will be a key component of the Campus Diversity Engagement Program. Interns will be charged with organizing a panel of UCSD student volunteers to participate in Q&A empowerment sessions with visiting youth and prospective students. These should be the same student volunteers participating in the alternative campus tours component of the CDE program.

The Campus Diversity Engagement Coordinators are to serve as role models for the students served in both the access and retention programs. They are to build relationships with the students and be leaders the students can see themselves in, especially in relation to higher education.

Job-Specific Responsibilities

- Initiate dialogue with schools from under-served communities for possible campus visits. Outreach shall include but not be limited to: middle schools, high schools and community colleges;
- Plan at least one program for UCSD students in the fall, winter, or spring quarter in the greater San Diego community. This can include film festivals (San Diego Black film festival, San Diego Latin@ Film Festival, San Diego Asian Film Festival), trips to Balboa Park (World Beat Center, Centro Cultural de la Raza), Visits to Native reservations, exposure to the Hillcrest and North park communities, spoken word events, a visit to a target High School, etc. in potential collaboration with the Director of Local Affairs;
- Collaborate with departments that work on outreach such as the Cross-Cultural Center, Women's Center, Lesbian Gay Bisexual Transgender Resource Center, the Office of Academic Support and Instructional Services, Financial Aid Office, and the Office of Admissions and Relations with Schools to enhance the training of Alternative Tour Guides;
- Publicize the Campus Diversity Engagement Program to the student body and recruit and maintain a regularly updated database of volunteers;
- Coordinate at least one volunteer training session at the beginning of each academic quarter. These trained students will be on-call for the Campus Diversity Engagement program and will lead campus tours and participate in student panels;
- Coordinate bi-quarterly meetings for Alternative Tour Guides on issues of financial aid, scholarships (including AB540), admissions, and campus resources such as the Summer Bridge program, the campus community resource centers, programs offered by SPACES, student organizations, student activism, etc.;
- Coordinate activities and games, such as mixers, board games, and potlucks and study jams;
- Meet regularly and provide guidance to the Alternative Tour Guide Coordinators;
- Maintain a database of student volunteers trained to participate in alternative campus tours, student panels, and retention and social justice training programs;
- Develop and research significant events related to the University and situate them at specific points on campus.
- Organize a panel of UCSD student volunteers to participate in Q & A empowerment sessions with visiting youth and prospective students;
- Oversee the creation of materials to enhance the Campus Diversity Engagement program, which include but are not limited to business cards, t-shirts, folders, and documentary films.

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.