



(2) The Collective Voice Co-Editor-in-Chief

\$11.00 per hour at 10-15 hours per week
(September 2014 – June 2015)

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 safe space and community for students who may otherwise feel unwelcome at UCSD'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 allows UCSD's progressive community 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 empowering opportunity to protect the representation of their identities and beliefs, 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 UCSD students collaborate to achieve greater educational equity." It is through this mission that the collective of diverse voices in one newspaper will actively build an empowering progressive community on the UCSD campus and in the San Diego community.

Job-Specific Responsibilities

The co-editors of The Collective Voice are responsible for the bi-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;
- Oversee design editing and copy editing;
- Serve as primary contacts for contributions, inquiries, larger community communications, and Advanced Web Offset printing press;
- Facilitate the interview and matriculation process for writers, artists, photographers, publicists, Copy Editor/s, Design Editor/s, and Web Editor;
- Incorporate news and events that reflect communities in San Diego, especially those on campus such as SPACES and the Student Affirmative Action Committee (SAAC) organizations;
- Outreach to the greater UCSD community by finding new progressive organizations, students, and the Director of External Affairs to collaborate with and contribute to The Collective Voice;
- Develop a working relationship with SAAC by attending weekly SAAC Board Meetings;
- 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 UCSD 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

- 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.

General 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.

Additional Qualifications

- Experience working in a leadership position on a publication project;
- Basic journalism skills such as copy editing and design layout;
- Experience using Adobe Creative Suite; in particular Adobe InDesign;
- 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 in relation to equal access to education, diversity, and cultural/socioeconomic struggle and oppression.

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.