



Director of Internal Affairs

\$150 Weekly Stipend
Average 15 Hours/Week
(June 2014 – June 2015)

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 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;
- 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 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 they are employed elsewhere.

Conditions of Employment

In order to be considered for a Co-Director or Co-Coordinator position, 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
Co-Coordinator/Director Transition Meeting*	TBD
BOD Transition Meeting*	TBD
SPACES End of the Year Celebration 2014	May 23, 2014; 2:00-8:00pm
Job Shadowing (Week 7-10) <ul style="list-style-type: none"> • Interns: 2 hours/week • Co-Coordinator/Director: 3 hours/week* 	May 12-June 6, 2014
Co-Coordinator/Director Training	August 11-28, 2014; 1:00-5:00pm
Co-Coordinator/Director Work Hours (~15 hours/week)*	September 2-17, 2014; varying hours
SPACES Board of Directors Summer Retreat*	TBD
SPACES All-Staff Overnight Summer Retreat	September 18-19, 2014
SPACES All-Staff Training	September 22-26, 2014; 8:00-4:30pm
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 Birthday Celebration 2014	TBD
SPACES End of the Year Celebration 2015	TBD
Available to work: <ul style="list-style-type: none"> • Co-Coordinators/Directors: 15 hours/week* • In addition to the dates required by all Co-Coordinators and Co-Directors, SIAPS Co-Coordinators must also be available to work Summer Summit 2014 and Summer Summit 2015 	August 5, 2014 – June 30, 2015 June 2014 – August 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.

Co-Coordinator and Co-Director 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
- Ourspace
- 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)