



Kaibigang Pilipin@ (KP)
Community Outreach to Realize Empowerment (CORE) Coordinator
\$9.50 per hour at 10-15 hours per week
(September 2014 – June 2015)

The KP CORE Program

KP CORE is a recently established student-initiated and student-run project designed to provide equal access into higher education to the Filipin@ community. With several cultural and socioeconomic obstacles hindering many Filipin@s from accessing higher education, KP CORE strives to knock down these walls and provide high school students the resources to empower themselves and realize a better future for themselves, their families, and their communities.

• **Mentorship**

The Mentorship component seeks to understand the high school students' struggles in pursuing higher education to better assess their needs and provide services to address those needs. Mentors are trained in understanding issues such as oppression, family struggle, cultural values, socioeconomic challenges, and personal development. Mentors must also be able to provide one-to-one learning sessions with mentees to enrich students' academic development. This component also provides workshops that tackle important issues to the students' pursuit of higher education. Workshops seek to broaden perspectives, in hopes of creating open minds and well-rounded students.

• **Programming**

The Programming component coordinates several group activities such as High School Conference, enCORE Overnight, and Shadow Days. Staff members collaborate to organize events that bring groups of students together to engage them in the community in which they can develop skills of teamwork, interpersonal communication, and leadership.

Job-Specific Responsibilities

- Oversee the overall function of KP CORE program;
- Supervise and monitor KP CORE project staff;
- Responsible for all administrative staff and their events. This includes, but is not limited to, enforcing event deadlines, delegating responsibilities, and rendering aid when necessary;
- Prepare weekly agendas for CORE board and general meetings;
- Lead CORE board and general meetings;
- Responsible, along with the Site Coordinator and KP Vice Chair External, for keeping up with external outreach affairs;
- Schedule quarterly individual meetings with each CORE board member;
- Act as the liaison between SPACES and CORE board;
- Collaborate with the Access Project Group to develop handbook for guidelines and requirements to be on site at high schools for workshops, presentations, tutoring and mentoring;
- Assist with the coordination of the SIAPS College Tour with Access Project Group;
- Conduct own quarterly projects that pertain to the objectives of CORE;
- Update CORE board with other Student Affirmative Action Committee (SAAC) organizations' own access programs;
- Administers tracking methods and evaluation of programs and services as well as compiles an end-of-the-year access report;
- Assist in the transition of the incoming CORE Coordinator at the end of the internship;
- Responsible for ensuring that all CORE board members are educated and well-versed in the CORE story;

Plan a retreat for CORE board as well as a retreat for all CORE staff (CORE board, workshops committee, Counselors, and tutors)

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.

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
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.