



(2) Practicum Coordinator

\$9.50 per hour at 10-15 hours per week
(September 2014 – June 2015)

SPACES Practicum Program

The Practicum Program is an initiative of the Student Promoted Access Center for Education and Service that serves as an opportunity to engage undergraduates with the diverse community within the university and in the greater San Diego region. The SPACES Practicum is designed to serve the mission statement of empowering students and developing student empowerment.

Through student-led lectures and/or group discussions students will critically examine the issues facing underrepresented students, gain an understanding of the student movement at UCSD, and most importantly- learn how to take action and make positive change. Emphasis will be placed on refining the knowledge and skills needed to carry out effective outreach and retention projects which include but are not limited to structural/institutional frameworks of racism/discrimination, inequities in education, basic counseling skills, and awareness of resources.

Sample Practicum Objectives

- To participate in an education rooted in a praxis (theory + practice) where theory and social activism meet through the examination of, exposure to, and engagement with creative means of self-expression;
- To gain understanding of the interrelated and intersecting issues (historical, political, gendered, religious/spiritual, etc.) impacting students within the education system and their communities;
- To create consciousness and awareness of issues that impact underrepresented and underserved students through their navigation within the educational pipeline;
- To understand the processes and manifestations of activism, intersectionality, self-determination, and decolonization within the role of university students;
- To understand the role of educational spaces (within and outside the classroom) in the process of liberation and student empowerment;
- To offer a safe space for students to articulate their experiences on topics of institutionalized educational inequities, historically silenced narratives, as well as current transformations for self-empowerment;
- To validate and affirm creativity and self-expression through developing interpersonal connections;
- Coordinate and recruit folks to facilitate political education workshops for all-staff meetings, retreats, etc.;
- Syllabus must reflect the mission of SPACES.

Job-Specific Responsibilities

- Facilitate a practicum course within the winter and spring quarters and be responsible for upholding learning and participation by those involved in the program. Duties include but are not limited to keeping creating a class curriculum, designing a pedagogy that fits student's needs, records of attendance, designating facilitators/guest speakers for each class, and tracking the progress of each participant;
- Responsible for administrative duties concerning enrollment, scheduling, course credit, course materials, and communication with the collaborating department and faculty advisor;
- Collaborate with the different community centers within and outside the UCSD campus. These can include but are not limited to the Office of Academic Support and Instructional Services (OASIS) and Ethnic Studies Department, in designing a creative practicum structure;
- Communicate with and integrate different communities within the practicum program through the acknowledgement of intersectionality and implementation of critical educational pedagogies;
- Publicize the SPACES Practicum program to the student body and open up the program to different communities who may benefit from the practicum experience;

- Engage in community education by providing workshops, events, and programs for the campus community and local San Diego community.

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

- Preference for someone who has participated and/or led student-centered courses (i.e. EDS 116, 198:Directed Group Studies courses, SPACES practicum);
- Preference for students aware and/or interested in learning and implementing critical educational pedagogies within an educational space.

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.