



(2) Student-Initiated Access Programs and Services (SIAPS) Co-Coordinator

\$150 weekly stipend

Average 15 Hours

(June 2014 – July 2015)

SIAPS Co-Coordinator

With the collaboration of the SPACES Co-Directors and the ASP Co-Coordinators, the SIAPS Co-Coordinators will work to develop, organize and support creative student-initiated programs that focus on access to higher education. With the guidance of the SPACES Advisor and relevant community advisors, this position is responsible for the consistency and development of programs and services that reflect the SIAPS mission statement and charter. This person is primarily responsible for overseeing student-run access programs assisting with program and budget development, administrative support, and evaluation of effectiveness. The SIAPS Co-Coordinators are responsible for overseeing the SIAPS Steering Committee consisting of representatives from student organizations exhibiting a commitment to increasing access to higher education for disadvantaged students.

- **College Tour**

SIAPS College Tour is a 3-day, 2-night program during Winter Break or Quarter for high school students who live in the San Diego area. The program takes students through UC, CSU, and private school campuses across Southern California and integrates workshops pertaining to identity development, social consciousness, college preparedness, and academic skill-building with college campus tours and regional sight-seeing activities to provide program participants with a holistically empowering experience. SIAPS Co-coordinators lead the entire access project group in coordinating this Fall Quarter collaborative project.

- **Overnight Program**

SIAPS Overnight Program is a program early Spring Quarter for admitted high school seniors from 4th & 5th quintile schools in the San Diego, Imperial County, Inland Empire, and Bay Area Regions. It is a student-run program with the support of UCSD Staff that allows admitted high school seniors from these regions to experience the university environment and campus life. The SIAPS Overnight Program is a yield program that aims to increase UC San Diego's matriculation rate among students from 4th and 5th quintile schools. The SIAPS Co-coordinators lead the entire SPACES staff, SIAPS Steering Committee, and CORE organizations in coordinating this Winter Quarter collaborative project.

- **Summer Summit Program**

The SIAPS Summer Summit Program is a 6-day/5-night Summer Residential Program for high school students within the San Diego Region. High school students are partnered up with a current undergraduate who will serve as their residential advisor during the duration of the program and a resource advisor for the following school year. It provides high school students the opportunity to experience dormitory residential life while building up leadership skills, gaining information and resources about getting into the university, as well strengthening their interpersonal skills.

Job-Specific Responsibilities

SIAPS Programs and Services

- Coordinate meeting space and time for all SIAPS Access Council, Finance and Steering Committee meetings
- Maintain accountability within the SIAPS steering committee;
- Provide leadership and developmental support of SPACES year-long access programs through trainings, workshops, and logistical support for SPACES access interns;
- Facilitate access intern collaboration with SPACES CORE Organizations, assist in volunteer recruitment and training, and/or advise the development of internal program structures to follow through with strategic, long-

- term initiatives for the development, growth, and sustainability of SPACES year-long access programs;
- With the Director of Local Affairs, collaborate with entities on campus focusing on access in order to collaborate on materials, training, and general support such as TRiO, Early Academic Outreach Program, CREATE, and Cal-SOAP;
- Oversee and assist in the coordination of the annual College Tour, Overnight, and Summer Summit Programs;
- Develop and maintain a parent component that seeks to engage and provide parents with any resources or information that may assist with student access to higher education;
- Collaborate with the ASP Co-Coordinators to transition admitted high school seniors into retention programs;
- Take, manage, and organize minutes from SIAPS meetings;
- Maintain records of SIAPS representative attendance;
- Collaborate with Web Design & Marketing Coordinators to make minutes accessible on website;
- Collaborate with the Web Design & Marketing Coordinators and the Director of Financial Affairs to make allocations and the budget accessible on the website;
- With the SPACES Director of Financial Affairs, plan and organize budgeting and funding guideline trainings for the SIAPS Steering committees;
- Assist the SPACES Director of Financial Affairs in budget development;
- Assist in the proposal development for year-long access programs of SPACES CORE organizations.

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 Access Project Group;
- Attend and participate fully in Co-Director/Coordinator meetings twice a week;
- 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 Co-Directors and ASP 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 Advisor to organize the Access Collaborative 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 objects, assessment, and evaluation in collaboration with the Co-Directors, ASP Co-Coordinators, and the SPACES Professional Staff;
- Collaborate with Director of Local Affairs to conduct and promote outreach to improve communication with new and existing partnered organizations;
- Provide administrative support for SPACES sponsored events and community events in relation to access initiatives;
- Assist in targeting organizations focused on access efforts for specific development and assistance;
- Assist in providing guidance on operation and program development;
- With the Co-Directors, and the 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 and programs 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;
- Meet with Director of Local Affairs two to three times per quarter to find points of collaboration to work with the San Diego Community.
- Meet with ASP Co-Coordinators as needed to collaborate and bridge Access work with Retention efforts;
- With the SPACES Co-Directors and ASP Co-Coordinators, develop strategic initiatives to implement participants in all SPACES programs in the access-retention continuum;
- Build and maintain connections with students, alumni, staff, and faculty members who are allies to SPACES;
- With the SPACES Co-Directors and ASP 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.;
- Visit sites of core organization programs funded through SPACES, SIAPS, or ASP at least once a year. This visit will be to provide the SIAPS Co-coordinators with an opportunity to engage and provide support to each program;
- Maintain a relationship with core orgs by attending one event funded by SPACES per quarter.

Data Management and Reports

- Maintain records of SIAPS co-sponsored events, to be included in the end-of-the-year report;
- 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 annual SPACES report;
- Collaborate with the Director of Statewide Affairs in completing and submitting the Annual Performance Report (APR) for the Student Academic Preparation and Educational Partnership (SAPEP) programs;
- Collaborate with the Co-Directors, ASP Co-Coordinators, and SPACES Professional Staff to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Prepare and present reports and presentations as necessary to Associated Students and other campus entities as necessary to maintain transparency in SPACES access projects and initiatives;
- Consistently track and evaluate the effectiveness of all funded activities;
- Submit quarter and end-of-year self-evaluations experience to give an overall assessment of position and 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 SIAPS Mission Statement relative to the ASP, SPACES, and AS Mission Statements 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.

Additional Qualifications

- Must be available from June 18, 2013 to August 4, 2013 to shadow former SIAPS Co-Coordinator throughout the planning of Summer Summit 2013 and during the program itself;
- Must be available from June 2014 to July 2014 to coordinate and plan Summer Summit 2014.

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-Coordinator/Directors: 15 hours/week* • In addition to the dates required by all Co-Coordinator and Co-Directors, SIAPS Co-Coordinator 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)