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

With the collaboration of the SIAPS Co-Coordinators and the ASP Co-Coordinators, the Yield Coordinator will work to develop, organize and support creative student-initiated programs that focus on yield as well as retention in 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 and ASP mission statements and charters. This person is primarily responsible for coordinating the SIAPS Overnight Program, following up with Overnight participants, and developing programs to retain Overnight participants at UC San Diego.

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 Yield Coordinator, in collaboration with the SIAPS Co-Coordinators, will lead the entire SPACES staff, SIAPS Steering Committee, and CORE organizations in coordinating this Winter Quarter collaborative project.

Job-Specific Responsibilities
Yield Programs and Services- Fall Quarter
- Create surveys to develop programs based on the interests and needs of past Overnight participants;
- Develop at least one programming event to retain and strengthen relationships between Overnight participants (includes hosts and volunteers) that attend UC San Diego;
- Develop at least one outreach event to high schools of the Greater San Diego and collaborate with SIAPS Co-Coordinators as needed;
- Collaborate with the ASP Co-Coordinators and SIAPS Co-Coordinators to transition admitted high school seniors into ASP retention programs;
- Create and maintain a listserv of Overnight participants to transition admitted high school seniors into ASP retention programs;
- Collaborate with Web Design & Marketing Coordinators to publicize Yield-Retention programs to Overnight participants;

Yield Programs and Services- Winter Quarter
- Collaborate with the SPACES Advisor, Program Assistant, and SIAPS Co-Coordinators to attend the Overnight Administrative Meetings and the Overnight Collaborative Meetings;
- Collaborate with student coordinators of the various tracks and attend Overnight Student Collaborative Meetings;
- Facilitate and attend Overnight Host Trainings with the coordinators and staff of the various Overnight tracks;
- Provide work direction, foster collaboration, and facilitate strategic program planning among SPACES staff when collaborating to plan the Overnight Program;
- Record and organize minutes from the following meetings: SIAPS Steering Committees (when collaborating to develop the Overnight Program); Overnight Component Meetings; Overnight Collaborative Meeting Yield Efforts Meetings; any other meetings that may involve the Overnight Program;
- Work with the SIAPS Co-Coordinators to establish content development with the SIAPS Steering Committee;

- Collaborate with the Web Design & Marketing Coordinators to publicize meetings, host trainings, and host/volunteer recruitment;
- With the SPACES Director of Financial Affairs, plan and organize budget development for the Overnight Program;
- Continue to collaborate with the ASP Co-Coordinators and SIAPS Co-Coordinators to transition admitted high school seniors into ASP retention programs;
- Continue to develop programming to retain Overnight participants that attend UC San Diego;
- Collaborate and develop methods of outreaching to students that were unable to attend the Overnight Program;

Yield Programs and Services- Spring Quarter
- Execute Overnight Program during first week of Spring Quarter injunction with Triton Day;
- Collaborate with Web Design & Marketing Coordinators to publicize SPACES events to Overnight participants and hosts;
- Utilize social media (Facebook, Twitter, email, etc.) to continue follow-up with Overnight Participants and Hosts;
- Send reminder emails to Overnight Hosts to encourage follow-up and connection between Overnight Participants and Hosts;
- Develop programs and events specifically for hosts and participants of the Overnight Program;
- Update and maintain listserv of Overnight participants including hosts;
- Continue to collaborate and develop methods of outreaching to students that were unable to attend the Overnight Program;
- Transition the next year's Yield Coordinator into the position, via transferring information, Overnight participant lists, and training to prepare for the next year.

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 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.