



Academic & Archival Intern

\$11.85 per hour at 10-15 hours per week
(May 2017-June 2018)

Academic & Archival Intern will be in charge of creating and maintaining a structure to document and preserve SPACES histories, document CORE organization access and retention fliers and media materials, assist with academic programs and lectures coordinated by SPACES professional and student staff, and maintain relationships with academic departments and faculty.

Job-Specific Responsibilities

- Create a structure that documents and archive SPACES histories, student organization activism and programs, and campus-wide social justice activism
- Maintain archival system through electronic structures as well as physical documentations
- Work with Core organizations in receiving documents and visual media materials for archiving
- Facilitate relationship between SPACES and Ethnic Studies, Critical Gender Studies, African American Studies Minor Program, Chican@ & Latin@ Arts & Humanities Minor Program, History, Literature, Communications, Visual Arts, and Education Studies
- Develop and maintain mailing list of supporting faculty and the departments they are affiliated with
- Maintain a calendar of events of academic programs, lectures, conferences, and book talks affiliated with departments for students to participate in; work with Media: Graphic Design and Media: Web & Marketing Coordinators for advertisement of events
- Coordinate one academic program per quarter that would be bring a speaker, lecturer, or an academic on campus in partnership with academic departments; must work with professional staff with logistics for these programs
- Work with affiliated departments for co-sponsorship and co-presented programs
- Maintain SPACES library; suggest new books, coordinate purchasing of books, and maintain list of affiliated faculties and departments book lists
- Assist in academic programs done through and/or in partnership with SPACES
- Suggest partnerships and programs for UCSD Heritage Celebrations (California Native Day Celebration, Black History Month, Cesar Chavez Celebration, and Asian & Pacific Islander American Heritage Celebration)
- Work with Campus Community Centers (under the division of Equity, Diversity, & Inclusion) for programs and partnerships for academic programs (reservations, advertisements, etc.)
- Assist with end-of-the-year report with Co-Directors, Co-Coordinator, and professional staff

General Responsibilities

- Available to work on occasional evenings and weekends;
- Participate in bi-weekly one-to-one meetings with full-time staff, co-directors, and co-coordinators.
- Participate in mandatory weekly staff meetings, each Thursday from 3:30-4:50pm;
- 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;
- Meet with members of the SPACES Board of Directors and/or Core Organizations, as needed;
- Complete paperwork, including project proposal forms and Triton Activities Planner (TAP), to receive project funding;
- Assist with Front Desk coverage and reception at least one hour a week;
- 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/or 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.

Job-specific Qualifications

- Excellent written and oral communication skills, including ability to compose, draft and edit correspondence, reports, notices and conference announcements;
- Relationship with the fields of Ethnic Studies, Gender Studies, American Studies, Cultural Studies, and/or Education Studies
- Academic programs background highly encouraged

General Qualifications

- Pay quarterly registration fees for each quarter employed;
- Understanding of the mission and aspiration of SPACES and those affiliated with it;
- Understanding of the importance of access and retention in relation to equal access to education, diversity, and cultural/socioeconomic struggles and oppressions;
- Strong passion and commitment for educational equity;
- Ability to manage and uphold accountability;
- Ability to communicate effectively in one-on-one and group settings;
- Ability to recognize one's own impact on others;
- Flexible to meet the dynamic and fast-paced needs of SPACES;
- Ability to organize and manage multiple projects;
- Progressive and innovative leadership approach;
- Proven experience working cooperatively as part of a team;
- Ability to work collaboratively with students, faculty, staff, and the wider San Diego community, which the university serves;
- Ability to maintain confidentiality with highly-sensitive information;
- Demonstrate understanding and sensitivity to the needs of different communities especially those from underrepresented and underserved backgrounds;
- Eligibility: Anyone who will not be employed at OASIS or one of UCSD's Campus Community Centers (Black Resource Center, Cross-Cultural Center, LGBT Resource Center, Raza Resource Centro, Women's Center) or in a high-demand student leadership roles for the 2015-2016 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.

Intern 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.

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:

- SIPHR/SIAPS Steering Committee Meetings
- Board of Director (BOD) Meetings
- Co-Coordinator and Co-Director Meetings
- Meetings with Departments
- Organization Meetings
- Events

A typical 10-19.5 hour week for interns will look similar to the following outline:

- Office Hours (5 hours)
- All-Staff Meeting (1.5 hours)
- Project Group Meeting (1.5 hours)
- One-to-One Meetings (1 hour) – every other week
- Field Hours (6.5 hours)
 - Minimum 1.5 hours per week
 - Additional 5 hours are optional

Conditions of Employment

In order to be considered for an internship at SPACES, you must agree to the following conditions:

| Conditions | 2017 – 2018 Dates |
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| UC San Diego Undergraduate enrolled in all 3 academic quarters | 2017-2018 Academic School Year |
| Not employed at OASIS or one of UC San Diego's Campus Community Centers (Black Resource Center, Cross-Cultural Center, LGBT Resource Center, Raza Resource Centro, and Women's Center,) or in a high-demand student leadership roles (e.g. chair/vice-chair of a student organization) | 2017-2018 Academic School Year |
| If hired at a second job, SPACES must remain as the first priority. Cannot exceed working over a total of 19.5 hours per week during academic sessions per Student Life policies. | 2017-2018 Academic School Year |
| Attend All-Staff Orientation Meeting | May 25, 2017; 3:30-4:50PM |
| Complete hiring paperwork with Student Life Human Resources. | March 13- March 24, 2017 |
| SPACES End of the Year Gala 2017 | TBD |
| Participate in Job Shadowing (Week 7-10): 2 hours/week | May 15-June 9, 2017 |
| Enroll or participate in SPACES Practicum in Spring 2017 (ETHN 98, 198) | 5-6:20PM Mondays and Wednesdays |
| Participate in SPACES All-Staff Summer Retreat | September 13-15, 2017 |
| Attend SPACES All-Staff Training | September 18-21, 2017; 10AM-4PM |
| Participate in Welcome Week planning and activities | September 25-29, 2017 |
| Attend SPACES All-Staff Winter Retreat | TBD |
| Attend SPACES Weekly Project Group & All-Staff Meetings | Every Tuesday and Thursday; 3:30-4:50PM |
| Available to work 10-15 hours/week | September 14, 2017 - June 30, 2018 |

Student Staff Developmental Outcomes

The overall goal of the SPACES Student Staff program is to provide student staff the opportunity to self-reflect, build community, as well as develop one's professional skills while working towards educational equity. At the end of the internship, each intern will be able to translate their 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.