



## Transfer Programs Coordinator (2 positions)

\$11.85 per hour at 10-15 hours per week  
(May 2016-June 2017)

### SPACES Transfer Program

The Transfer Access Coordinator will serve as a resource for students from high schools and mainly community colleges who are considering transferring to a university with a matriculation to UC San Diego. They will work with Core organizations in both access and retention programs that assist students who are looking into transferring to a four year university and/or current transfer students at UC San Diego.

The program consists of 5 main components depending on the capacity of both Transfer Programs Coordinators:

- **Mentor "Infusion" Program**
  - This program pairs up current transfer students at UC San Diego with students at local community colleges. Current transfer students will serve as mentors to prospective transfer students.
- **Workshops**
  - These workshops will be coordinated throughout the year and will address the relevant areas of the transfer process as well as any other areas that are of concern.
- **Quarterly Student Panels**
  - Prospective transfer students will be invited to UC San Diego to learn more about the resources that UC San Diego has to offer. Participants will have the opportunities to participate in a campus tour and interact with a panel of current UC San Diego transfer students.
- **Annual UCSD SPACES Transfer Conference**
  - The Transfer Conference encourages high school and community college students to learn more about the transfer process, resources, and advice from current and former transfer students.
- **Transfer Shadow Day**
  - The shadow day is designed to give high school and community college students a "guide" to what "college life" is as a transfer student.

### Job-Specific Responsibilities

- Research, develop, and create presentations and workshops about the transferring process for students in the local San Diego community
- Create projects meant to encourage retention at the community college level and matriculation into four-year universities with a focus on UC San Diego
- Maintain regular contact and organize site visits to local community colleges within Region X, which include but are not limited to San Diego City College, San Diego Mesa College, San Diego Miramar College, Southwestern College, Imperial Valley, Palomar College, Cuyamaca College, Mira Costa and Grossmont College
- Build partnerships with the community colleges' transfer centers
- Assist SPACES Core Organizations in reaching out to community college students
- Coordinate a transfer workshop for each Core Organization High School Conferences
- Collaborate with the Transfer Retention Coordinator to develop a network and database of students willing and able to engage in the outreach to local community colleges
- Collaborate with the Access Project Group to develop handbook for guidelines and requirements to be on site at community colleges for workshops, presentations, tutoring and mentoring
- Coordinate a mentorship program for transfer students
- Coordinate SPACES program with UC San Diego Transfer Admit Day
- Collaborate with the All Campus Transfer Association (ACTA), Transfer and Reentry Students (TRES), college-specific student organizations, as well as other organizations on the UC San Diego campus designed to address

the needs of transfer students

- Coordinate quarterly transfer socials; work with Campus Community Centers (under the division of Equity, Diversity, & Inclusion) for possible partnerships
- Assist with the coordination of the SIAPS College Tour and other SIAPS programs, with Access Project Group.

### **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:**

- Preference for someone who strongly identifies as a community college transfer and/or has an in depth understanding of the community college system.

### **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
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.