Academic & Archival Coordinator
$11.85 per hour at 10-15 hours per week
May 2018 - June 2019

The Academic & Archival Coordinator 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 advisors and student staff, and maintain relationships with academic departments and faculty.

Job-Specific Responsibilities

- Create a structure that documents and archives 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 from SPACES affiliated departments for students to participate in; advertise them by working with Media: Graphic Design and Media: Web & Marketing Coordinators to include these events in the SPACES newsletter
- Coordinate one academic program per quarter that would bring a speaker, lecturer, or an academic on campus in partnership with academic departments; must work with professional staff with logistics for these programs
- Outreach to departments from suggested list and already 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
- Work on establishing collaborative partnerships and offering support for the committees that put on UCSD Heritage Celebrations
- 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 and advisors

General Responsibilities

- Available to work on occasional evenings and weekends;
• Participate in bi-weekly one-to-one meetings with co-directors and advisors.
• 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 program proposal forms, Triton Activities Planner (TAP), and post program reports, and any additional documents to receive project funding;
• Assist with SPACES administrative duties including data entry, photocopying, typing, and customer service etc.;
• 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 SPACES staff 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, retention and community engagement 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, retention and community engagement work 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 a Residential Advisor (RA) or in a high-demand student leadership roles for the 2018-2019 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.

**Typical Weekly Hour Distribution for Coordinators**

**SPACES 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 sign in, chores, assisting community members, etc.

**All Staff Meetings**
- All-Staff meetings occur on a weekly basis. They serve to create and build community with the advisors, co-directors, and coordinators.

**Project Group Meetings**
- Project Group meetings are weekly meetings that serve as a supportive and collaborative space for the initiation and development of student coordinators work and respective SIPHR/SIAPS/SPICEE component projects.

**One-to-One Meetings (Biweekly)**
- One-to-ones are bi-weekly meetings that serve as a time for the coordinators to check in with 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 but are not limited to:
  - SIPHR/SIAPS/SPICEE Steering Committee Meetings
  - Board of Director (BOD) Meetings
  - Co-Coordinator Meetings/Committee Meetings
  - Meetings with Departments
  - Organization/Board Meetings
  - Events

**A typical 10-19.5 hour week for a SPACES Coordinator:**
- Office Hours – 5 hours
- All Staff Meeting – 1.5 hours
- Project Group Meeting – 1.5 hours
- One-to-one Meetings – 1 hour (Biweekly)
- Field Hours – 1.5 to 6.5 hours
  - Minimum of 1.5 hours per week
  - Additional 5 hours are optional

**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 year, each coordinator 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 in 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.

**Conditions of Employment**
In order to be considered for a coordinator position at SPACES, you must agree to the following conditions:

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<thead>
<tr>
<th>Conditions</th>
<th>2018-2019 Dates</th>
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<tr>
<td>UC San Diego Undergraduate enrolled in all 3 academic quarters</td>
<td>2018-2019 Academic Year</td>
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<td>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 as a Residential Advisor (RA), or in a high-demand student leadership roles (e.g. chair/vice-chair of a student organization)</td>
<td>2018-2019 Academic Year</td>
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<td>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.</td>
<td>2018-2019 Academic Year</td>
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<td>Attend All Staff Orientation Meeting</td>
<td>Week 8 May 17, 2018 3:30-4:50PM</td>
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<td>Complete hiring paperwork with Student Life Human Resources.</td>
<td>March 9-March 13, 2018</td>
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<td>SPACES End of the Year Celebration 2018 &amp; Alumni Conference</td>
<td>Tentative May 25, 2018</td>
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<td>Task</td>
<td>Date/Time</td>
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<td>Enroll or participate in SPACES Practicum Spring 2018 (ETHN 90/198)</td>
<td>5:00-6:20PM Mondays and Wednesdays</td>
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<td>Participate in Job Shadowing (Week 5-8 of Spring Quarter): 2 hours/week</td>
<td>April 30-May 25, 2018</td>
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<td>Participate in SPACES All-Staff Summer Retreat</td>
<td>September 5-September 7, 2018</td>
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<td>Attend SPACES All-Staff Training</td>
<td>September 10-21, 2018; M-F 10AM-4PM</td>
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<td>Participate in Welcome Week planning and activities</td>
<td>September 24-September 28, 2018</td>
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<td>Attend SPACES All-Staff Winter Retreat</td>
<td>TBD</td>
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<tr>
<td>Attend SPACES Weekly Project Group &amp; All-Staff Meetings</td>
<td>Every Tuesday and Thursday; 3:30-4:50PM</td>
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<td>Available to work: 10-15 hours/week</td>
<td>2018-2019 Academic Year</td>
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