Practicum Co-Coordinator (2)
$11.85 per hour at 10-15 hours per week
May 2018 - June 2019

SPACES Practicum Program
The Practicum Program is an initiative of the Student Promoted Access Center for Education and Service that serves as an opportunity to engage undergraduates with the diverse community within the university and in the greater San Diego region. The SPACES Practicum is designed to serve the mission statement of empowering students and developing student empowerment.

Through student-led lectures and/or group discussions students will critically examine the issues facing underrepresented students, gain an understanding of the student movement at UCSD, and most importantly- learn how to take action and make positive change. Emphasis will be placed on refining the knowledge and skills needed to carry out effective outreach and retention projects which include but are not limited to structural/institutional frameworks of racism/discrimination, inequities in education, basic counseling skills, and awareness of resources.

Sample Practicum Objectives
● To participate in an education rooted in a praxis (theory + practice) where theory and social activism meet through the examination of, exposure to, and engagement with creative means of self-expression;
● To gain understanding of the interrelated and intersecting issues (historical, political, gendered, religious/spiritual, etc.) impacting students within the education system and their communities;
● To create consciousness and awareness of issues that impact underrepresented and underserved students through their navigation within the educational pipeline;
● To understand the processes and manifestations of activism, intersectionality, self-determination, and decolonization within the role of university students;
● To understand the role of educational spaces (within and outside the classroom) in the process of liberation and student empowerment;
● To offer a safe space for students to articulate their experiences on topics of institutionalized educational inequities, historically silenced narratives, as well as current transformations for self-empowerment;
● To validate and affirm creativity and self-expression through developing interpersonal connections;
● Syllabus must reflect the mission of SPACES.

Job-Specific Responsibilities
● Facilitate a practicum course within the winter and spring quarters and be responsible for upholding learning and participation by those involved in the program. Duties include but are not limited to creating a class curriculum, designing pedagogy that fits student’s needs, records of attendance, designating facilitators/guest speakers for each class, and tracking the progress of each participant;
● Collaborate with the different academic departments, SAAC organizations within and outside the UCSD
campus. These can include but are not limited to the Office of Academic Support and Instructional Services (OASIS) and Ethnic Studies Department, in designing a creative practicum structure. (as needed with staff)

- Responsible for administrative duties concerning enrollment, scheduling, course credit, course materials, and communication with the collaborating department and faculty advisor;
- Communicate with and integrate different communities within the practicum program through the acknowledgement of intersectionality and implementation of critical educational pedagogies;
- Publicize the SPACES Practicum program to the student body and open up the program to different communities who may benefit from the practicum experience;

**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.

**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 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.

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**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>
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<td>Requirement</td>
<td>Details</td>
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<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</td>
<td>2018-2019 Academic Year</td>
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<td>(Black Resource Center, Cross-Cultural Center, LGBT Resource Center,</td>
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<td>of a student organization)</td>
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<td>If hired at a second job, SPACES must remain as the first priority.</td>
<td>2018-2019 Academic Year</td>
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<td>Cannot exceed working over a total of 19.5 hours per week during academic</td>
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<td>sessions per Student Life policies.</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>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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<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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