Transfer Access Coordinator
$11.85 per hour at 10-15 hours per week
May 2018 - June 2019

SPACES Transfer Program
The Transfer Access Coordinator will serve as a resource for students from high schools and community colleges who are considering transferring to a university with a focus on attending UCSD. The program consists of 7 main components, though not limited to these 7:

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.

High School Conference Workshops
- These workshops will be coordinated with the various student organization high school conferences to educate students of transfer opportunities specifically to UCSD

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.

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.

Transfer Admit Day Open House Session
- Coordinate a SPACES Open House session during Transfer Admit Day

Social Justice Education Pipeline
- Work with the Ethnic Studies Department and the Critical Gender Studies Program for on-campus visits and class audits for community college students

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 transferring to UCSD
- 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 College, Palomar College, Cuyamaca College, Mira Costa College, and Grossmont College through their transfer centers
- Assist SPACES Core Organizations in reaching out to community college students
- Work with the High School Conferences to create programming that is pertinent to students that are planning on entering the community college system first
- 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
- Collaborate with Transfer Retention Coordinator on the Mentor “Infusion” program and on-campus visits
- Collaborate with Transfer Retention Coordinator for an Open House during 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
- Work with the Department of Ethnic Studies and the Critical Gender Studies Program for class audits, on-campus visits, and matriculation program to UCSD
- Assist in outreach efforts to the local community colleges for on and off campus programs that students may attend
- 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 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:

- 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, 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
  o Minimum of 1.5 hours per week
  o 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.

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

<table>
<thead>
<tr>
<th>Conditions</th>
<th>2018-2019 Dates</th>
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<tbody>
<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</td>
<td>2018-2019 Academic Year</td>
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<td>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>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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