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

SPACES Transfer Retention Program
The TransferRetention Coordinator will serve as a resource for transfer students from community colleges and will work on issues pertaining to the retention of the transfer community to the university. They will initiate programs that will serve to engage transfer students with the diverse community within the university, addressing their needs as transfer students.

Job-Specific Responsibilities
- Create programs to help with the retention of transfer students that provide social, financial, academic, and wellness support;
- Design and promote programs that will help with the general transition from community college to the University;
- Assist SPACES Core Organizations in reaching out to transfer students;
- Collaborate with the Transfer Housing (The Village) to create workshops and events for transfer residents;
- Collaborate with the Retention Project Group to develop Graduate Studies preparation workshops or programs;
- Collaborate with the Transfer Access Coordinator to develop a network and database of students willing to engage in the retention of community college population at the university;
- Collaborate with the All Campus Transfer Association (ACTA), Transfer and Reentry Students (TRES), college-specific student organizations, Villagers In Programming (VIP), as well as other organizations on the UCSD campus designed to address the needs of transfer students;
- Create a supportive space of dialogue and programming that pertains to the experience of transfer students;
- Collaborate with the Transfer Retention Coordinator to develop an informational handbook on academic, financial, social, cultural and political resources for transfer students that could be handed out at Transfer Admit Day, college Transfer Orientations and in the Village welcome packets;
- Coordinate the Support Transfer Outreach and Mentorship Program (STOMP);
- Create a committee of students with various responsibilities that will help with the planning of transfer retention programs.

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:
  o SIPHR/SIAPS/SPICEE Steering Committee Meetings
  o Board of Director (BOD) Meetings
  o Co-Coordinator Meetings/Committee Meetings
  o Meetings with Departments
  o Organization/Board Meetings
  o 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:

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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>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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<tr>
<td>Available to work: 10-15 hours/week</td>
<td>2018-2019 Academic Year</td>
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