Asian & Pacific-Islander Student Alliance (APSA) Community Learning and Empowerment Academic Program (LEAP) Access Coordinator

$11.85 per hour at 10-15 hours per week
May 2019 - June 2020

SPACES APSA Community LEAP Access Program

APSA LEAP is a student-initiated and student-run position that seeks to provide educationally disadvantaged students in the San Diego community with the necessary resources to better pursue higher education by cultivating an awareness of one's cultural, academic, political and social identity. LEAP will emphasize the importance of higher education for K-12 students, and make efforts to show that collegiate education is possible regardless of socioeconomic or cultural backgrounds. Often times, Asians and Pacific-Islanders (API) are clustered into one broad ethnic/racial category thus mistaken as overrepresented in institutions of higher education. Disaggregated data would reveal the low levels of educational attainment and achievement among many subgroups of the Asian and Pacific-Islanders students. The APSA LEAP Coordinator will be in charge of coordinating, maintaining, and establishing access events/programs that promote educational equity and equal access to higher education for the broader Asian and Pacific-Islander communities. APSA LEAP currently encompasses: APSA LEAP Committee meetings, the annual APSA High School Conference, and a partnership with Crawford High School's Advancement Via Individual Determination (AVID).

Job-Specific Responsibilities

- Oversee the overall function of the APSA LEAP Program;
- Coordinate access events and programs that pertain to the experience of API students that reflect their cultural, academic, political, social experiences;
- Serve as an administrative and advisory role for the APSA LEAP program and coordinators such as but not limited to: delegating responsibilities, providing resources for program development, and enforcing program deadlines;
- Responsible, along with Site Coordinator for keeping up external outreach affairs and site visits with partnered schools such as Crawford High School;
- Create LEAP program committee with APSA board members and GBMers;
- Prepare weekly agendas for and lead LEAP program committee meetings;
- Schedule one-to-one meetings between LEAP board members;
- Meet with other API organizations' access coordinators and inform each other about their respective orgs' access programs;
- Collaborate with APSA Community RISE Coordinator to outreach to API communities to get involved in Access work;
- Attend bi-weekly APSA General Body Meetings;

- Attend weekly APSA Board Meetings to discuss access programs that would reach out to other API organizations;
- Collaborate with the APSA Access Coordinator to run access programs/events (i.e. High School Conference, APSA scholarship, and training volunteers for mentorship, tutoring, facilitators, etc.);
- Plan, organize, and run APSA LEAP Overnight Program portion of APSA's Annual Benefit Talent Show;
- TAP and reserve rooms for APSA's Annual High School Conference and work with the APSA HSC Coordinators to support and be a resource for them;
- Plan, organize, and run APSA Shadow Day and update APSA Board during the planning and execution of Shadow Day;
- Coordinate a joint event with another SPACES core org access coordinator (NASA, MSA, QTPOC, KP, BSU, MeCHA) whether that's combining an existing event (Overnight, Shadow Day) or creating a new event with the other coordinator;
- Collaborate with the Access Project Group to develop handbook for guidelines and requirements to be on site at high schools for workshops, presentations, tutoring, and mentoring;
- Assist with the coordination of the SIAPS College Tour and other SIAPS programs, with the 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.

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 2019-2020 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.

Conditions of Employment:

In order to be considered for a coordinator OR director position at SPACES, you must agree and adhere to the following conditions:

Conditions	2019-2020 Dates
UC San Diego Undergraduate enrolled in all 3 academic quarters	2019-2020 Academic Year
Not employed at OASIS, or one of UC San Diego's Campus Community Centers (Black Resource Center, Cross-Cultural Center, LGBT Resource	2019-2020 Academic Year

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)	
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.	2019-2020 Academic Year
Attend All Staff Orientation Meeting	Week 8 May 24, 2019 3:30-4:50PM
Complete hiring paperwork with Student Life Human Resources.	March 9-March 13, 2019
SPACES End of the Year Celebration 2019	Tentative Week 8 May 24, 2019
Participate in SPACES Spring Training Sessions 2019	Week 1: Tuesday April 2, 2019 5-6:50pm Week 4: Tuesday April 23, 2019 5-6:50pm Week 7: Tuesday May 14, 2019 5-6:50pm
Educational Events (Community Centers and/or CORE Org)	TBD
Participate in Job Shadowing (Week 5-8 of Spring Quarter): 2 hours/week	April 29-May 24, 2019
Participate in SPACES All-Staff Summer Retreat	September 4 -September 6, 2019
Attend SPACES All-Staff Training	September 9-20, 2019; M-F 10AM-4PM
Participate in Welcome Week planning and activities	September 23-September 27, 2019
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	2019-2020 Academic Year