



## **Academic Success Program (ASP) Resource Assistant (2)**

**\$11.85 per hour at 10-15 hours per week**  
**(May 2019-June 2020)**

The ASP Resource Assistant will support the ASP Resource Coordinators with organizing, maintaining, and innovating ASP Booklending Program each quarter to combat income disparities and aid low income students in access to education materials necessary for academic success. The ASP Booklending Program is an entity that exists to relieve financial burdens of higher education for circumstanced students by lending textbooks to students who demonstrate financial need. The ASP Booklending Support Staff will be able to promote academic success and support and be knowledgeable of campus resources to refer students to.

### **Job-Specific Responsibilities**

- Update and record book inventory on a quarterly basis;
- Support ASP Resource Co-Coordinators in the distribution of textbooks;
- Communicate with UCSD Bookstore to obtain and edit quarterly textbook list;
- Categorize and organize textbooks and other educational course materials throughout the quarter;
- Maintain and update the ASP Booklending Program patrons database;
- Respond to patron emails in a timely manner;
- Provide customer service for patrons on a drop-in basis;
- Provide guidance to ASP Booklending Program volunteers;
- Publicize and advertise the ASP Booklending Program and any ASP Resource events;
- Provide support in the retention programs hosted by the ASP Resource Coordinators.

### **General Responsibilities**

- Available to work on occasional evenings and weekends;
- Participate in bi-weekly team meetings with full-time staff, co-directors, and booklending co-coordinators.
- Fully engage in activities that facilitate holistic development, which may involve personal and emotional investments;
- Assist with Booklending coverage and reception at least five hours a week;
- Assist with SPACES administrative duties including data entry, photocopying, typing, and customer service;
- Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory;
- Submit quarter and end-of-year evaluations of your staff experience to give an overall assessment of your position and provide recommendations for future improvements;
- 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 and retention 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 and retention in relation to equal access to education, diversity, and cultural/socioeconomic struggles and oppressions;
- Strong passion and commitment for educational equity;
- Ability to manage detailed oriented tasks and uphold accountability;
- Ability to communicate effectively in group settings;
- Ability to recognize one's own impact on others;
- Flexible to meet the dynamic and fast-paced needs of SPACES;
- 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 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.

### **Weekly Hour Distribution**

#### **Reception 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, chores, assisting community members, etc. The ASP Booklending Support Staff are required to complete their reception hours in the Book Cave/SPACES.

#### **All-Staff Meetings**

All-Staff meetings occur on a weekly basis. They serve to create and build community with full-time staff, co-coordinators, co-directors, and interns.

#### **Booklending Team Meetings**

Team meetings are bi-weekly meetings that serve as a time for the Resource Assistants to check in with supervisory support (booklending coordinators, advisors, and co-directors) about how they are doing within the workplace as well as academically and personally.

#### **Additional Meetings/Field Hours**

The remainder of the weekly hours is more flexible that can be used for various internal/external meetings and assisting events. If there are no scheduled meetings and/or events that week, allocate these hours to working in the center.

#### **A typical 10-15 hour week for interns will look similar to the following outline:**

- Reception Hours (7-10 hours)
- Team Meetings (1 hour) – every other week
- Field Hours (2 hours)
  - Minimum 2 hours per week

## **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 internship, each intern 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:

<b>Conditions</b>	<b>2019-2020 Dates</b>
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 Center, Raza Resource Centro, and Women's Center), or in a high-demand student leadership roles (e.g. chair/vice-chair of a student organization)	2019-2020 Academic Year
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 SPACES All-Staff Summer Retreat	September 4 -September 6, 2019, optional
Attend SPACES All-Staff Training	September 9-20, 2019; M-F 4PM-5:30PM
Be available to work during Welcome Week	September 23-September 27, 2019
Attend SPACES All-Staff Winter Retreat	TBD, optional
Available to work: 10-15 hours/week	2019-2020 Academic Year