



## **Data Analyst & Matriculation Coordinator**

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

The Matriculation & Data Analyst for SPACES works primarily with SIAPS, the access coordinators, and the Access Program Advisors to gather information for all access participants hosted by the Center and by the student organizations. This position coordinates programs and procedures that will enhance SPACES-SIAPS tracking of K-12, community college, and undergraduate students in their path towards higher education or graduate school as well as assist in various continuation programs for high school students to participate in. As the Matriculation & Data Analyst of SPACES – SIAPS, the primary function of this position is geared towards access and excel programs, but will also work in collaboration with the retention (SIPHR) and community engagement (SPICEE) components to gather and analyze data of all program participants and produce a comprehensive quantitative and qualitative report.

### **Job-Specific Responsibilities**

- Assist SPACES – SIAPS Co-Directors in coordinating access projects and programs geared towards K-12, community college, and current graduating seniors of UCSD
- With the guidance of the SIAPS Advisor, will work to get recommendations and updates from all Co-Directors for Data being collected
- Track and record high school student participants of access programs (done by SPACES – SIAPS and/or student organizations) that includes the following:
  - If the participant took SAT, SAT II, and/or ACT tests and preparatory courses
  - Number of AP and honors classes participants took and preparatory courses
  - If participants are pursuing community college or a 4-year institution
    - Location of colleges and universities applied to
    - Location of intent to register
  - Number of SPACES – SIAPS event participations
- Track and record current undergraduate participants of excel programs that include the following:
  - Which graduate testing did participant do
  - What program and where are students applying for graduate school
  - Location of intent to register
- Create and maintain database of access student participants in access program including, but not limited to, aggregated and disaggregated personal identity markers
- Oversee contact and personal information of access program participants including sending monthly emails to participants of current events
- Work with all 3 SPACES components to gather and analyze participant data that includes, but is not limited to: data of programs, data charts and graphs, etc.

- Produce annual analytical report of SPACES programs including, but not limited to, number of participants with aggregated and disaggregated personal identity markers, produce graphs and charts of progress and recession of programs, and create annual charts of financial expenditures (working with the SPICEE Director of Financial Affairs)
- Assist in end of the year UCOP – SAPEP report

### **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:

<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 as a Residential Advisor (RA), 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 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