



Overnight Program & Transition Coordinator (2)

\$11.85 per hour at 10-15 hours per week

May 2019 - June 2020

Overnight Program

SPICEE Overnight Program is a program early Spring Quarter for admitted high school seniors from 4th & 5th quintile (Free and Reduced Lunch) schools in the San Diego, Imperial County, Inland Empire, and Bay Area Regions. It is a student-run program with the support of UC San Diego Staff that allows admitted high school seniors from these regions to experience the university environment and campus life. The Overnight Program is an outreach and yield program that aims to increase UC San Diego's matriculation rate among students from 4th and 5th quintile schools. The Overnight Program and Transition Coordinator, in collaboration with the SPICEE Co-Directors and RRC, BRC, and JSOE Overnight interns, will lead the entire SPACES staff, SPICEE Steering Committee, and CORE organizations in coordinating this Spring Quarter collaborative project.

Overnight Program and Transition Coordinator(s)

With the collaboration of the SPICEE Co-Directors, the Overnight Program and Transition Coordinator will work to develop, organize and support creative student-initiated programs that focus on yield as well as retention in higher education. With the guidance of the SPACES SPICEE Advisor and relevant community advisors, this position is responsible for the consistency and development of programs and services that reflect the SIAPS/SIPHR/SPICEE mission statements and SPACES charters. This person(s) is primarily responsible for coordinating the Overnight Program, following up with Overnight participants, and developing programs to retain Overnight participants at UC San Diego.

Job-Specific Responsibilities

- Create surveys to develop programs based on the interests and needs of past Overnight participants;
- Develop at least one programming event to retain and strengthen relationships between Overnight participants (includes hosts and volunteers) that attend UC San Diego;
- Develop at least one outreach event to high schools of the Greater San Diego and collaborate with SPICEE Co-Directors as needed;
- Collaborate with the SIPHR Co-Directors and SIAPS Co-Directors to transition admitted high school seniors into ASP/SIPHR retention programs;
- Create and maintain a listserv of Overnight participants to transition admitted high school seniors into ASP/SIPHR retention programs;
- Release and monitor Host applications and develop methods to advertise and recruit potential hosts.
- Collaborate with the Media: Web & Marketing Coordinators to publicize programs to Overnight participants and update the Overnight Website;
- Collaborate with the Media: Web & Marketing Coordinators to publicize the Host Application.
- Collaborate with Information Technology Services (ITS) to update and improve the Host and Hostee applications;

Winter Quarter

- Collaborate with the SPICEE Advisor to attend the Overnight Coordinating Staff, Overnight Administrative Component, and the Overnight Student Coordinator Meetings;
- Collaborate with student coordinators of the various tracks and attend biweekly Overnight Student Coordinator Meetings and Overnight Coordinating Staff Meetings;
- Facilitate and attend Overnight Host Trainings with the Overnight Student Coordinators and staff of the various Overnight tracks;
- Provide work direction, foster collaboration, and facilitate strategic program planning among SPACES staff when collaborating to plan the Overnight Program;
- Record and organize minutes from the following meetings: SPICEE Steering Committees (when collaborating to develop the Overnight Program); Overnight Administrative Component Meetings; Overnight Coordinating Staff Meetings; Overnight Student Coordinator Meetings; any other meetings that may involve the Overnight Program;
- Coordinate interviews for Overnight Hosts during the first weeks of Winter Quarter;
- Work with the SPICEE Co-Directors to establish content development with the SPICEE Steering Committee;
- Establish firm dates (non- funding weeks) to meet with SPICEE Steering Committee to work on development and planning of the Overnight Program
- Collaborate with the Media: Web & Marketing Coordinators to publicize meetings, host trainings, and host/volunteer recruitment;
- Plan and organize budget development for the Overnight Program;
- Continue to develop programming to retain Overnight participants that attend UC San Diego;
- Collaborate and develop methods of outreaching to students that were unable to attend the Overnight Program;
- Plan and put on an information session(s) for admitted and invited San Diego high school students in 4th or 5th quintile schools in order to publicize the Overnight Program.
- Develop at least one programming event to retain and strengthen relationships between Overnight participants (includes hosts and volunteers) that attend UC San Diego;
- Develop at least one outreach event to high schools of the Greater San Diego and collaborate with SPICEE Co-Directors as needed;

Spring Quarter

- Execute Overnight Program during first week of Spring Quarter in junction with Triton Day;
- Collaborate with the Media: Web & Marketing Coordinators to publicize SPACES events to Overnight participants and hosts;
- Utilize social media (Facebook, Twitter, email, etc.) to continue follow-up with Overnight Participants and Hosts;
- Send reminder emails to Overnight Hosts to encourage follow-up and connection between Overnight Participants and Hosts;
- Develop programs and events specifically for hosts and participants of the Overnight Program;
- Update and maintain listserv of Overnight participants including hosts;
- Continue to collaborate and develop methods of outreaching to students that were unable to attend the Overnight Program;
- Transition the next year's Overnight Program and Transition Coordinator into the position, via transferring information, Overnight participant lists, and training to prepare for the next year.
- Develop at least one programming event to retain and strengthen relationships between Overnight participants (includes hosts and volunteers) that attend UC San Diego;
- Develop at least one outreach event to high schools of the Greater San Diego and collaborate with SPICEE Co-Directors as needed;

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 3:30-4:50pm;
- 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 |
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| 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/vic-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 |

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| 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 |