



## **SPICEE Director of Internal Affairs (2)**

\$200 Weekly Stipend at 15-19 hours a week

May 2019 - June 2020

With the collaboration of the SPICEE Co-Directors, the SIPHR Co-Directors, and the SIAPS Co-Directors, the Co-Directors of Internal Affairs serves to support student-initiated and student-run access and programs. With the guidance of the 3 SPACES Advisors along with relevant community advisors, this position is responsible for the consistency and development of programs and services that reflect the SPACES mission statement and charter.

The Director of Internal Affairs is responsible for paperwork related to SPACES Center documentation and assessment for student staff. Their primary duty is to oversee all SPACES Staff in terms of training, All-Staff Meetings, and the overall SPACES Staff development. They must coordinate the documentation and evaluation of work completed, which they will further assess to produce data and reports following each quarter. The Directors of Internal Affairs will serve as a resource to all Co-Directors, SPACES Coordinators and Board of Directors to communicate about the internal structure and progress of the respective SPACES cohort. Specific responsibilities for the Directors of Internal Affairs are the following:

### **Job-Specific Responsibilities**

#### **Internal Development and Organization**

- Organize All Staff Socials periodically throughout the year (e.g. Grill & Chill, Bonfire, Halloween Party, SPACES birthday celebration, Valentines for All-Staff, Winter gift exchange etc.);
- Co-coordinate with SPACES and Co-Directors student staff trainings, retreats, and All-Staff Meetings;
- Create and maintain records of staff attendance in All-Staff Meetings and weekly working hours;
- Collaborate with entities on campus focusing on retention in order to collaborate on materials, training, and general support such as the Campus Community Centers, OASIS, Counseling and Psychological Services, CARE @ SARC;
- Observe, assess application of staff policies and regulations and update as accordingly ;
- Coordinate the recruitment/selection process of SPACES Student Staff in the Hiring Committee;
- Assess and update job descriptions, position specific 1/5/10 year plans, letters to incoming coordinators and (application of student staff and career staff);
- Record and organize minutes from All-Staff Meetings into the SPACES Shared Drive and respective drives.
- Facilitate and co-coordinate with all directors the training and shadowing to transition incoming staff.
- Organize bi-weekly grocery list for snacks and food for students that come to the SPACES Center

#### **Administrative Oversight**

- Provide programmatic, empathetic, and leadership support for all student coordinators and co-directors;
- Provide work direction, foster collaboration, and facilitate strategic program planning among student coordinators through the SPICEE Project Group
  
- Facilitate and engage in activities that foster holistic development, which may require personal and emotional investments beyond job-specific duties;
- Collaborate with the SIAPS Co-Directors and the Advisor to organize the Access Collaborative meetings;

- Collaborate with the SIPHR Co-Directors and the Advisor to organize the Coalition on Equity and Exclusive Excellence meetings;
- Attend SPACES events when necessary;
- Ensure accountability with SPACES staff by maintaining, updating, and checking application of staff policies and regulations.

#### **Program and Community Outreach Development**

- Develop goals and objectives, assessment, and evaluation in collaboration with the SPACES Co-Directors, SIPHR Co-Directors, SIAPS Co-Directors and SPACES Professional Staff;
- Conduct and promote outreach to improve communication with new and existing partnered organizations;
- Provide administrative support for SPACES-sponsored events and community events for access and retention initiatives;
- Assist in targeting student organizations for specific development and assistance;
- Assist in providing guidance on operation and program development;
- Collaborate with SPACES Advisors to facilitate workshops for the campus as well as city, county, regional, state, and national events addressing student-run access and retention programs, diversity issues, and this campus as a prospective institution for higher education;
- With the SPACES Co-Directors, and SPACES Advisors, implement strategic initiatives of the SPACES Strategic Planning Committee to meet the needs of students and participants in SPACES programs and services in the access-retention continuum;
- Build and maintain connections with students, alumni, staff, and faculty members who are allies to SPACES;
- With the Co-Directors and Co-Coordinator, build and maintain connections with the Associated Students;
- Maintain a relationship with core orgs by attending one event funded by SPACES per quarter.

#### **Data Management and Reports**

- Maintain records of SPACES co-sponsored events, to be included in the end-of-the-year report;
- Collaborate with the SPACES Co-Directors and SPACES Advisors to coordinate data and assessments reflecting student staff personal, project, quarter, and end-of-the-year evaluations;
- Collaborate with the SPACES Co-Directors, SIPHR Co-Directors, SIAPS Co-Directors, and SPACES Advisors to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Provide a variety of statistical reports, analyzing information gathered from all projects, and preparing recommendations and/or summary reports;
- Assist in the compilation of the SPACES Annual Report;
- Consistently track and evaluate the effectiveness of all funded activities;
- Create an overall assessment of All-Staff by reviewing the quarterly and end-of-year self-evaluations;
- Provide recommendations to incoming SPACES Student Staff for future improvements.

#### **Other Duties**

- Coordinate a self-initiated project during fall, winter or spring quarter;
- Complete weekly paperwork;
- Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory;
- Assist with SPACES administrative duties including data entry, photocopying, typing, and customer service;
- Become part of the SPACES family and work to promote the ASP/SIAPS/SPACES Mission Statements relative to the AS Mission Statement to improve campus climate for all students;
- Other duties as assigned.

#### **Co-Director Shared Responsibilities**

- Collaborate with the SPACES Co-Directors, SIPHR Co-Directors, and SIAPS Co-Directors to prepare agendas for the All-Staff and Board of Directors meetings;
- Co-facilitate and participate fully in the All-Staff and Board of Director meetings;
- Co-coordinate the All-Staff and Board of Directors Retreats;
- Facilitate and engage in activities that foster holistic development, which may require personal and emotional

investments beyond job-specific duties;

- Ensure accountability with SPACES staff by maintaining, updating, and checking application of staff policies and regulations.
- Develop goals and objectives, assessment, and evaluation in collaboration with the SPACES Co-Directors, SIPHR Co-Directors, SIAPS Co-Directors and SPACES Professional Staff;
- With the SIPHR Co-Coordinators, SPACES Co-Directors, and SPACES Professional Staff, participate in meetings with the Campus Community Centers, OASIS, Counseling and Psychological Services, CARE @ SARC and other student services departments to strengthen student-run retention programs;
- With the SPACES Co-Directors, and SPACES Professional Staff, participate in meetings with TRiO, Early Academic Outreach Program, Cal-SOAP, Admissions Office, and other outreach departments to strengthen student-run access programs;
- All SPACES Co-Directors and SPACES Professional Staff, implement strategic initiatives of the SPACES Strategic Planning Committee to meet the needs of students and participants in SPACES programs and services in the access-retention continuum;
- Represent SPACES to a number of committees, departments, and organizations including but not limited to Associated Students, Student Life, Campus Community Centers, CREATE, San Diego Education Consortium, Coalition of Neighborhood Councils, Statewide SIAP, etc.;
- Collaborate with the SPACES Co-Directors, SIPHR Co-Coordinators, SIAPS Co-Coordinators, and SPACES Professional Staff to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Assist in the compilation of the SPACES Annual Report;
- Consistently track and evaluate the effectiveness of all funded activities;
- Co-Coordinate and carry out the SPACES Finals Study Jam in collaboration with all Co-Directors of SPACES
- Attend and participate fully in Co-Director meetings;
- Conduct bi-weekly one-to-one's with coordinators; provide guidance and support with program development; and address needs with full time staff to ensure retention within the workplace.
- Provide a welcoming, brave, and inclusive environment within the SPACES Center for all identities, and address these facets of inclusivity when it is lacking
- Serve as advocates in furthering the SPACES Mission of achieving greater educational equity, by providing access, retention and community engagement to underserved communities of color.

### **General Responsibilities**

- Available to work on occasional evenings and weekends;
- Participate in bi-weekly one-to-one's with full-time staff, co-directors, and co-coordinators.
- 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 beyond job-specific duties;
- Meet with members of the SPACES Board of Directors and/or Core Organizations, as needed;
- Complete paperwork, including project proposal forms and Triton Activities Planner (TAP), to receive project funding;
- Assist with Front Desk coverage and reception at least one hour 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;
- 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 internship 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 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 and retention initiatives;
- Other duties as assigned.

### **Qualifications**

- Pay quarterly registration fees for each quarter employed;
- Available on occasional evenings and weekends;
- Flexible to meet the dynamic and high paced needs of SPACES including ability to work hours exceeding the 15 a week average when necessary;
- Ability to maintain accountability amongst student staff and community members;
- Understanding of the mission and aspiration of SPACES and those affiliated with it;
- Awareness of ASP, SIAPS, SPACES and previous current access and retention initiatives;
- Strong passion and commitment for educational equity;
- Understanding of the importance of access and retention in relation to equal access to education, diversity, and cultural/socioeconomic struggles and oppressions;
- Progressive and innovative leadership approach;
- Self-motivation and experience working cooperatively as part of a team;
- Strong interpersonal skills, ability to communicate effectively in one-to-one and group settings;
- Ability to work collaboratively with students, faculty, staff, and the wider communities which the university serves;
- Ability to organize and manage multiple projects simultaneously;
- Ability to recognize one's own impact on others;
- High level of awareness and sensitivity to the needs of different communities especially those from underrepresented and underserved backgrounds;
- Ability to maintain confidentiality with highly-sensitive information;
- Eligibility: Anyone who will not be employed at OASIS or one of the UC San Diego'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 they are employed elsewhere.

### **Typical Weekly Hour Distribution for Co-Director**

#### **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.

#### **Co-Director Component (SIPHR/SIAPS/SPICEE) Meeting**

- Co-Director Component meetings occur on a weekly basis. They allow the coco's to have more in-depth conversations related to their position.

### **Co-Director Meetings**

- Co-Director meetings occur on a weekly basis. They serve to maintain communication amongst the student leaders of the center and the full-time staff.

### **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 Co-Directors/Advisors 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
  - Meetings with Departments
  - Meetings with Administrative Staff
  - Organization/Board Meetings
  - Events

### **A typical 15-19.5 hour week for a SPACES Co-Director:**

- Office Hours – 5 hours
- All Staff Meeting – 1.5 hours
- Project Group Meeting – 1.5 hours
- Co-Director Meetings - 2 hours
- Co-Director Component Meeting - 1 hour
- One-to-one Meetings – 2 hour
- Additional Meetings/Field Hours – 2-6.5 hours

### **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 for Co-Directors:**

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 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 Co-Directors Retreat	Tentative August 7-9, 2019
Participate in SPACES Co-Director Training and School Year Preparation	August 12-August 30: M-F 1PM-5PM
Coordinate and participate in SPACES Board of Directors Retreat	Summer 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: <ul style="list-style-type: none"><li>● Co-Directors: 15-19 hours/week<ul style="list-style-type: none"><li>○ In addition to the dates required by all Co-Directors, SIAPS Co-Directors must also be available to work Summer Summit 2019 and Summer Summit 2020 (DATES TBA)</li></ul></li></ul>	2019-2020 Academic Year