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

10-15 hours per week May 2021 - June 2022

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. Oftentimes, 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, an annual access program, and creating local partnerships with high schools and community organizations.

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;
- Keep up external outreach affairs with local community groups such as First Gen Scholars
- Create LEAP program committee with APSA board members and GBMers;
- Prepare weekly or bi-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. 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;
- Organize and coordinate an annual access program that targets API high school students that includes pre-event funding proposal, room reservations, trainings, and TAP;
- Plan, organize, and run APSA Shadow Day and update APSA Board during the planning and execution of Shadow Day;
- Plan, organize, and run access programs that target undergraduate students seeking graduate programs, or community college students seeking higher education
- 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.

Qualifications

- Pay quarterly registration fees for each quarter employed
- Understand the mission and aspiration of SPACES and those affiliated with it
- Understand 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
- Ability to adapt to new environments (e.g., remote learning due to COVID-19 Pandemic);
- 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
- Available to attend all mandatory meetings and work on occasional evenings and weekends
- 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 2021-2022 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.

General Responsibilities

Administrative

- 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, typing, and customer service etc.
- Assist in facility maintenance including, but not limited to basic cleaning 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
- Provide administrative support for SPACES sponsored events and community events in relation to access, retention and community engagement initiatives

Mandatory Meetings

- Attend Spring Shadowing, Summer Retreat & Training, Welcome Week events, and any further trainings
- Attend biweekly All-Staff meetings (Thursdays 3:30pm - 4:50PM on even weeks of each quarter)
- Attend weekly Project Group/Steering Committees with your respective component (Tuesdays 3:30PM - 4:50PM)
- Attend bi-quarterly one-to-ones with co-directors and advisors

Office Hours

- Ensure that a student staff member is present at all times during the center's hours of operation
- Build organizational and time management skills by completing the majority of the work within the center
- Be available to help out with administrative tasks around the center

Additional Meetings/Events/Field Hours

- Fully engage in activities that facilitate holistic development, which may involve personal and emotional investments
- 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
- The remainder of the weekly hours 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 and working on the tasks of your specific role. These include but are not limited to:
    - Board of Director (BOD) Meetings
    - Co-Coordinator Meetings/Committee Meetings
    - Meetings with Departments
    - Organization/Board Meetings
    - Events
- Other duties as assigned.

Typical 10-15 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 (not weekly)
- 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, and 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	2021-2022 Dates
UC San Diego Undergraduate enrolled in all 3 academic quarters	2021-2022 Academic Year
Not employed at OASIS, or one of UC San Diego's Campus Community Centers (APIMEDA Programs & Services, Black Resource Center, Cross-Cultural Center, Inter-Tribal Resource Center, LGBT Resource Center, Raza Resource Centro, and Women's Center), Orientation Leader (OL), or as a Residential Advisor (RA), or in a high-demand student leadership roles (e.g. chair/vice-chair of a student organization) or Campus Centers (such as Undocumented Resource Center, The Hub, and or Associated Students, etc).	2021-2022 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.	2021-2022 Academic Year
Attend All Staff Orientation Meeting	Week 8 May 20, 2021 3:30-4:50PM
Complete hiring paperwork with Student Life Human Resources.	March 8 - March 12, 2021
Participate in Job Shadowing (Week 5-8 of Spring Quarter): 2 hours/week	April 26 - May 21, 2021
Attend SPACES All-Staff Retreat and Training	September 6 - 10, 2021 M-F 10AM-4PM
Participate in Welcome Week planning and activities	September 20-September 24, 2021
Attend SPACES All-Staff Winter Retreat	TBD
Attend SPACES Weekly Project Group & All-Staff Meetings	Every Tuesday and Thursday 3:30 - 4:50 PM
Available to work: 10-15 hours/week	2021-2022 Academic Year