



Asian & Pacific-Islander Student Alliance (APSA) Community Retention In Solidarity and Empowerment (RISE) Coordinator

10-15 hours per week

May 2021 - June 2022

SPACES Asian and Pacific Islander Retention Program

APSA Community RISE Coordinator will coordinate retention events/programs and serve as an advisory and administrative role for the RISE Program. Their primary focus as an advisory and administrative figure is to be a resource for the establishment and maintenance of retention programs that promote educational equity and the academic, social, financial, cultural and political retention for Asian and Pacific Islander communities by maintaining lines of communication with Asian and Pacific Islander organizations on campus. The RISE program and coordinator will closely work with APSA by helping to further develop retention programs and events in ways that will more effectively reach out to the greater Asian and Pacific Islander community at UCSD. The Retention Coordinator is also encouraged to collaborate with other organizations and community groups they may want to reach out to and organize with.

Job-Specific Responsibilities

- Coordinate the annual APSA Bon(d)fire during APSA Welcome Week in Fall Quarter along with the APSA Retention Coordinator and APSA Board.
- The APSA RISE Coordinator is limited to a maximum of 4 programs (self-initiated or annual) per quarter, with the APSA Mxntorship Program counting as one, year-long program out of the 4 programs. As a clarification, the 4 program maximum is a limit, not an expectation.
- APSA RISE Coordinator cannot be on the Executive Board on APSA unless absolutely necessary, but is expected to attend and contribute to board meetings/lead GBMs
- Create and maintain the annual Mxntor-Mxntee Program in collaboration with the Retention Coordinator on APSA Board.
- Chair and lead the APSA RISE Program Committee in providing administrative and advisory support to other RISE program coordinators, such as the Mentee-Mentor Program Coordinator, etc., and help coordinate events catered to historical, cultural, or political significance to underrepresented students (i.e. Museums, Parks, Libraries, Non- Profit orgs, Manzanar Trip, Fred Korematsu Day);
- Continue development and sustainability of the APSA Community RISE Program;
- Assist in coordinating retention events and programs that reflect the needs of API students in higher education that provide social, financial, academic, cultural, political and wellness support;
- Create a supportive space of dialogue and programming that pertains to the experience of API students;
- Provide administrative support for API student organizations interested in developing and strengthening existing retention components/programs such as but not limited to: API Heritage Month, Study Jams, San Diego Asian Film Festival (SDAFF) Film Screening, and peer counseling;
- Maintain relationships with and create awareness about campus resources that students can utilize,

including but not limited to: the Campus Community Centers (Black Resource Center, Cross-Cultural Center, LGBT Resource Center, Raza Resource Centro, and Women's Center), Career Services Center, OASIS, Undocumented Student Services Center, etc.;

- Collaborate with the APSA LEAP Access Coordinator to outreach to API communities to get involved in access work;
- Attend bi-weekly APSA General Body Meetings and weekly APSA Board Meetings to discuss retention programs that would reach out to other API organizations;
- Coordinate yearly trip to Listen to the Silence Conference at Stanford University or consider potential alternative university conferences that promote the exploration of Asian American & Pacific Islander student identities.
- Coordinate annual APSA Spring Camping Retreat in collaboration with APSA Board. If possible, collaborate with another SAAC organization to reduce cost and create cross-coalition relationships;
- Consistently update the APSA RISE MailChimp Email list (or another form of mass contact) in order to notify API-identifying students of upcoming events, programs, and opportunities that will provide them with academic, social, cultural, and professional support.
- Compile program information into an annual report at the end of the school year to track progress and to provide foundation for improving in the future;
- Maintain relationships with SAAC organizations and continue creating collaboration events

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
- 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