



Movimiento Estudiantil Chicanx por Activismo (MEChA) Student-Initiated Peer-Guidance for the Undergraduate Experience (SIGUE) Coordinator

10-15 hours per week

May 2021 - June 2022

MEChA SIGUE Program

MEChA de UC San Diego's SIGUE program exists to strengthen the Chicanx/Latinx community at UC San Diego by retaining students and increasing the graduation rates of students who identify as underrepresented and/or experiencing any type of struggle (i.e. socioeconomic, gender identity, sexual orientation, etc.)

The mission of the MEChA SIGUE program is to coordinate retention events and programs that reflect the needs of Chicanx/Latinx students in higher education & to create supportive spaces of dialogue and programming that pertain to the needs & experiences of Chicanx/Latinx students. The SIGUE Retention Programs consist of the following:

Vamos A La Playa

- Vamos A La Playa is an event traditionally done Friday of Week 0. By bringing potential MEChistAs, we hope to foster community by informing them of the community they have within MEChA, and the resources at their disposal. Full of education and fun, we hope to build bonds that will carry into the year. Vamos A La Playa should be a collaborative event done with other SAAC orgs in order to grab a bonfire and mingle with one another.

Chicahua (Mxntor/Mxntee) Component

- Chicahua is a Nahuatl word that means to strengthen and this program is meant to provide students with a supportive community. Older MEChistAs are paired up with new MEChistAs in order to create an environment where students can develop their political, social, academic, and physical well-being. Applications may be open every quarter but are generally open only Fall and Winter quarter

Cultivando Conciencia/Cultivating Consciousness Film Series Component

- Through dialogue and reflection, we hope to collectively strengthen each other's consciousness of different struggles, identities, & our own intersectionalities. Collaboration with SAAC orgs or any other orgs that agree with MEChA's goals and ideally align with us.

Retention Base Programming

- Program and facilitate (if need be) workshops and events that aim to build and strengthen community through de-stressing activities such as a Netflix night, destress events, hangouts, etc, while using your creative freedom to create these.

Academic Component**

- This component provides workshops, programs, and events that facilitate students' academic transition. These workshops, programs, and events may focus on study skills, time management, academic career planning,

matriculation to graduate school, academic resources, study jams, and career planning (but is not limited to other academic workshops/events). **To be completed by SIGUE Coordinator only if there is no Academic Responsible position filled.

- Relationship to Mesa Directiva: SIGUE Coordinator is a board member of MEChA, and is accountable to meeting with MEChA board and ensuring that MEChAs are informed about programs/events/site.

Job-Specific Responsibilities:

- Conduct own quarterly projects that reflect the mission of the SIGUE Program;
- Collaborate with the Xoxotlani coordinator on a program/project during the year focusing on access and retention; which is highly suggested
- Maintain all records such as evaluations/surveys/applications for Chicahua (mentor/mentee/femtor/femtee) & all retention events;
- Collaborate with the MEChA retention committee, if created, to compile quarterly and annual evaluations; strengthen connections between SPACES & Chicax/Latinx students by making SPACES more accessible and publicizing SPACES to the MEChAs;
- In relation to the Chicahua Program:
 - Organize at least one social and educational academic program per quarter
 - Ask Chicahuas about what ideas they have in mind for planning purposes.
 - Collaborate with the MEChA retention committee, if created, to maintain the Chicahua component, while supervising all aspects of Chicahua component which include but are not limited to: application process, Chicahua recruitment and mentor/femtor training
 - Organize the Chicahua Unveiling that is done to reveal pairings. This program allows the coordinator to meet the folks participating within the program and can be done with the retention committee if needed.
 - Host check ins/ 1:1s that can be done either in person or email to make sure pairings are meeting with one another.
- In relation to the Cultivando Conciencia/Cultivating Consciousness film series
 - Organize a film series or attend the film series in the San Diego community; HIGHLY encouraged to make film series a collaborative project with other SAAC organizations.
 - Collaborate with the MEChA retention committee and other groups/collectives to screen films; facilitate dialogues about intersectionality;
 - Collaborate with the MEChA retention committee in supervising all aspects of the component which include but are not limited to: publicity, logistics, evaluation/surveys;
- In relation to the Academics**see above under Academic Component
 - Collaborate with the MEChA retention committee in supervising all aspects of the component which include but are not limited to: publicity, outreaching to students; getting peer tutors, logistics, evaluation/surveys, organizing, then facilitating the study jams;
 - Coordinate with OASIS- MTSP to have Math & Science tutors available 3 times a quarter at study jams; sign up for potential SPACES/OASIS study jams if happening. If Academic Responsible is filled, relay information about potential study jams to the Academic Responsible.
 - Collaborate with resource centers such as the Women's Center, Raza Resource Centro, LGBT Resource Center, Living Learning Communities, etc. for programming events. This will also help students become familiar with the centers and resources on campus;
- In relation to the MEChA Retention Committee
 - Facilitate meetings to develop and strengthen access & retention initiatives:
 - Set up a time and day of the week to meet with MEChA Retention Committee (30m-1 hr if need be);

- Attend weekly MEChA Retention Committee Meetings.
- SIGUE coordinators can choose whether they would like to have a committee or not

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