



Queer & Trans People of Color (QTPOC) Retention Coordinator

10-15 hours per week

May 2021 - June 2022

The QTPOC We Are Family Retention Program

The Queer and Trans People of Color (QTPOC) We Are Family Retention Program is strongly committed to prioritizing the needs of queer and trans students of color, who face unique challenges in their pursuit of and retention within higher education. The QTPOC *We Are Family* Retention Program is a dynamic student- initiated, student-run program that aims to meet these challenges effectively, building structures of support and stronger community to promote and sustain the retention of queer and trans students of color within the university. By supporting queer and trans students of color, through programs, events, bonding, connecting them to necessary resources, empowering them to continue higher education, and facilitating the growth of a strong and supportive community, the QTPOC *We Are Family* Retention Program serves to provide structured and sustainable support for queer and trans students of color and promote greater educational equity for all students, paying particular attention to students of underrepresented and underserved races, genders, classes, nationalities, sexualities, and abilities. Accordingly, the QTPOC We Are Family Retention Coordinator shall oversee, maintain, and develop the We Are Family Retention Program by initiating and coordinating programs in line with this mission of promoting resources and support for the retention of queer and trans students of color in higher education.

Job-Specific Responsibilities

- In the case that there is not a functioning QTPOC board the QTPOC Retention Coordinator and the QTPOC Access Coordinator should act as co-QTPOC Community Coordinators that:
 - collectively strive for the retention of LGBTQ+ Students of Color
 - coordinate meetings with directors of QTPOC affiliated resource centers, e.g. the LGBTRC and the CCC, at least once a quarter to ensure a relationship between the centers and QTPOC and (b) to obtain information on possible collaboration with other organizations/programs
 - organize at least one event with another on campus LGBTQIA+ organization
- Outreach to and connect LGBTQ+ students of color across the university, including, but not limited to resources such as the Cross Cultural Center, LGBT Resource Center, the Women's Center, Raza Resource Centro, Career Services Center, the Critical Gender Studies program, Ethnic Studies department, and build connections with supportive staff and faculty to build stronger networks and connections across campus;
- Sustain outreach efforts and contact with all participants of the QTPOC Retention Program, continuing retention projects and activities to grow these relationships;
- Continue to structure, facilitate, oversee, and add to the growth of the QTPOC Bonding and Mentoring/Femtorship (BAMF) program, a year-long mentorship program for queer and students of color at UC San Diego;
 - Coordinate a program geared toward revealing/unveiling the pairs/trios and families of BAMF participants, independent of an off-campus overnight retreat;

- Plan an off-campus overnight spring retreat for participants of the BAMF program to foster closer bonds between mentors, mentees, BAMF families, and the community;
- Check in regularly with participants of the BAMF program to track accountability, sustainability, and progress, and ensure that all BAMF participants check in with the QTPOC Retention Coordinator at least twice a quarter;
- Coordinate at least one retention event or program each quarter that reflect the needs of queer and/or trans students of color in higher education, creating critical spaces for dialogue, education, and support;
- Organize at least one full-day, off-campus winter or spring retreat geared toward queer and/or trans students of color (including but not limited to general body meeting members and BAMF participants) in collaboration with QTPOC Board;
- Advise program finances and present program proposals to the SIPHR Steering Committee and the Student-Promoted Access Center for Education and Service (SPACES);
- Clearly communicate expectations and different responsibilities of QTPOC Retention Coordinator and of QTPOC Board;
- Provide support for QTPOC board as needed;
- Attend bi-weekly QTPOC Board meetings as a QTPOC board member as needed, update QTPOC Board on progress of projects, delegate tasks to and request support from QTPOC Board as needed, and attend yearly retreat/fall and spring retreats QTPOC Board Retreats;
- Collaborate with QTPOC Board and the general body of QTPOC to develop and strengthen retention initiatives (**note** annual retention events, i.e. Queer Culture Show, Kiss-In, study jams, etc., are not under the coordinator's job description, though the coordinator is welcome to assist in the planning of these events);
- Serve as administrative support for QTPOC socials, study jams, and other programs directed towards retention of UC San Diego students;
- Assist and collaborate with the QTPOC Access Coordinator in at least one programmatic effort, especially towards the growth of a strong relationship between queer San Diego high school students of color and UC San Diego queer students of color
- Assist in the planning and organizing of UCSD delegations to off-campus conferences meant to empower and foster community between QTPOC, e.g. PRESENTE, BLAQout, QTPOCC, QACON, in collaboration with relevant SPACES CORE organizations (if applicable), collaborate with relevant resource centers for funding and or planning.
- Consistently collect and maintain records on students participating in the QTPOC Retention Program and its events to track students' progress and growth, and evaluate the Retention Program's effectiveness over the years;
- Document ongoing projects, establish project protocols, and maintain online archives of all QTPOC planning and programming documents so that the projects, programs, initiatives, and mission of the QTPOC Retention Program may be sustained and further developed in future years;
- Continue developing and adding to the components of the QTPOC Retention Program;
- Attend SIPHR Steering Committee Meetings.
- When possible, coordinate meetings with QTPOC alumni to provide support for current undergraduate students, aid them in the transition from college to career, and prepare them for graduate/professional schools;
- When possible, suggest assist and collaborate with the Transfer Retention Coordinator in addressing the retention needs of queer transfer students of color;
- Add in a responsibility: Keep QTPOC Social media updated with QTPOC retention related 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
- 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 bi-weekly 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