



Director of Internal Affairs (2)

15-19.5 hours a week

May 2021 - June 2022

Director of Internal Affairs

In collaboration with all SPACES Directors, the Director of Internal Affairs (DIA) will lead center management, coordinate coordinator and volunteer opportunities in SPACES programs and co-sponsored events, and become point person for Center inquiries in absence of full-time staff. With the guidance from SPACES 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 of student staff. Their primary duty is to oversee all SPACES student staff in terms of training, All-Staff Meetings, and overall SPACES staff development. They must coordinate the documentation and evaluation of work completed, which they will further assess to produce data and reports. The DIA will serve as a resource to all Directors, SPACES Coordinators, and SPACES Board of Directors to communicate about the internal structure and progress of the respective SPACES student staff cohort.

SPICEE

The SPICEE Co-Directors will oversee the programmatic structure and execution of twelve (12) student coordinators under the SPICEE Component. The Co-Directors are responsible for facilitating inter-group discussions, program mentoring and advising, as well as conflict resolution within the Component. Co-Directors are lead contact for all yield and community programs for the Center.

Along with the SIPHR and SIAPS Co-Directors, the SPICEE Co-Directors will collaboratively work to properly fund coordinators and organizations' program request, assess and evaluation programs, manage center usage and resources, coordinate meetings with Board of Directors and other UCSD student organizations and departments, participate in state-wide and UC-wide meetings and conferences, attend UCSD meetings with administration, work with local schools and districts, foster relationship with local business and organizations, and submit annual reports to the VC of Student Affairs and UCOP.

The SPICEE Co-Directors supervise and work with the following community positions in SPACES – SPICEE:

- Overnight Program Coordinators (2)
- Campus Diversity Engagement (2)
- Graphic & Marketing (2)
- Website & Media
- Collective Voice Editors (2)
- Praxium Coordinator(2)
- Operations & Volunteer Coordinator

Job-Specific Responsibilities

Internal Development and Organization

- Organize All Staff socials periodically throughout the year (e.g. Grill & Chill, Bonfire, 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 accordingly;
- Coordinate the recruitment, selection, and hiring process for SPACES, which includes helping to establish the various Hiring Committees;
- Lead the process of assessing and updating 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 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 developmental and leadership support for all student coordinators;
- Lead day-to-day operations of the Center that include: Center management, usage/service assessments, reservations for events/programs as needed, and programmatic events facilitated by SPACES Coordinators;
- Provide work direction, foster collaboration, and facilitate strategic program planning among student coordinators through the Component Project Group;
- Attend and participate fully in weekly SPICEE Director meetings;
- Participate in bi-weekly one-to-one's with the SPICEE Advisor;
- Ensure accountability with SPACES staff by maintaining uniform and consistent application of staff policies and regulations;
- Attend SPACES events when necessary.

Program and Community Outreach Development

- Develop goals and objectives, assessment, and evaluation in collaboration with the all SPACES 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 Directors and Coordinators, 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

- Complete weekly paperwork;
- 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

- Lead in Center management including, but not limited to usage tracking and resource inventory;
- Promote SPACES programs with constituents, campus departments and units, and San Diego county as necessary;
- Support student coordinators during day-of programming and with last minute program support and advising;
- Collaborate with the SPACES 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, personal development;
- Attend SAAC Dinner, SAAC Retreats, and Cross-Cultural Center Affiliates events;
- 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 SPICEE Co-Directors, SIPHR Co-Directors, SIAPS Co-Directors and SPACES Advisors;
- With SPACES Co-Directors and SPACES Advisors, 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 Advisors, 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 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;
- 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 and SPACES Advisors to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Assist in the compilation of the SPACES Annual Report and other university-based, university-wide reports;
- 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 meetings 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, inclusive, and supportive work 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 and under resourced communities.

General Responsibilities

- Participate in mandatory meetings & one-to ones
 - Biweekly one-to-one meetings with full-time staff, co-directors, and co-coordinators;
 - Biweekly All-Staff meetings (Thursdays 3:30pm - 4:50PM on even weeks of each quarter)
 - Weekly Project Group/Steering Committees with your respective component (Tuesdays 3:30PM - 4:50PM)
- Fully engage in activities that facilitate holistic development, which may involve tasks and roles 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 quarterly and end-of-year evaluations of position experiences;
- Coordinate a self-initiated project once a quarter independently or with other directors;
- 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

- Must be enrolled undergraduate student and pay quarterly registration fees for each quarter employed;
- Must have a minimum of one (1) year experience in student organization leadership position;
- Must have a minimum of one (1) year experience in student programming;
- Must have a minimum of one (1) year experience in community engagement around educational equity, social justice, equity, diversity, and inclusion;
- Preferred prior experience working with either SPACES, Campus Community Centers, OASIS, UnDocumented Resource Center, or other campus units, divisions, or centers addressing equity, diversity, and inclusion;
- Ability to maintain accountability amongst student staff and community members, as well as assess personal relationship(s) with UCSD-based entities and individuals;
- Understanding of the mission, vision, and aspiration of SPACES and those affiliated with the Center around access, retention, and community programs and engagements;
- Awareness of SPACES access, retention, and community programs and initiatives;
- Progressive and innovative leadership approach to working with pre-college and college students, university staff and faculty, and community leaders and organizations not affiliated with UCSD;
- Self-motivation and experience working cooperatively as part of a team of directors and with component program coordinators;
- Strong interpersonal skills with the ability to communicate effectively in one-to-one meetings and group settings;
- Ability to advise, organize, and manage multiple projects simultaneously;
- 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;

- Flexible to meet the dynamic and high paced needs of SPACES including ability to work hours exceeding 15 hours per week;
- 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 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 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 they are employed elsewhere.

Typical Weekly Hour Distribution for Co-Director

Mandatory Meetings - 8 hours total

- All-Staff Meetings (Biweekly) - 1.5 hours
- Co-Director Component (SIPHR/SIAPS/SPICEE) Meeting - 1 hour
- Co-Directors Meetings - 2 hours
- Project Group Meetings - 1.5 hours
- One-to-One Meetings (Biweekly) - 2 hour

Office Hours - 5 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 - 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, 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 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	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
Participate in SPACES Co-Director Training and School Year Preparation	August 10 - August 23, 2021
Coordinate and participate in SPACES Board of Directors Retreat	Summer 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; 3:30-4:50PM
Available to work: 15-19 hours/week <ul style="list-style-type: none"> In addition to the dates required by all Co-Directors, SIAPS Co-Directors must also be available to work Summer Summit 2020 (DATES TBA) 	2021-2022 Academic Year

