

## **SPACES Cycle XV Application**

**Priority Deadline: Wed. June 2, 2021 at 11:59PM**

**Regular Submission Deadline: Sun. June 27, 2021 @11:59PM**

**Please email this form once completed, your resume, and any supplemental information to: [spaces@ucsd.edu](mailto:spaces@ucsd.edu).**

The mission of the Student Promoted Access Center for Education and Service (SPACES) is to act as an empowering dynamic on campus where UCSD students collaborate to achieve greater educational equity. This encompasses equal access to higher education, undergraduate retention and graduation, and matriculation to graduate and professional schools.

SPACES values the power of student initiated action and organizing by providing an environment for student growth and development and thus is a foundation to create leadership and unity through community engagement.

SPACES serves as the center for student-initiated access and retention projects at the university. Student Initiated Access Programs and Services (SIAPS) shall exist as the “access” component to SPACES. The Student Initiated Programs for Holistic Retention (SIPHR) shall exist as the “retention” component to SPACES. The Student Programs Ignited for Community Engagement & Education (SPICEE) shall exist as the “community” component to SPACES.

All SPACES student staff positions are focused on increasing access to higher education, improving retention in higher education and encouraging matriculation to graduate/professional school. All student staff are expected to work in a highly collaboratively manner in order to collectively improve campus climate and our connection with the San Diego community.

### **SPACES Coordinator Positions**

The (33) student staff coordinator positions are specific to (4) four focus areas that provide an experience to develop specific knowledge and skills that are adaptable to any work environment. The four areas are the following:

- (12) Access Project Student Staff
- (11) Retention Project Student Staff
- (4) Community-Education Student Staff
- (6) Communications Student Staff

The access positions will fall under our SIAPS component, retention positions will fall under SIPHR, and community-education and communication positions will fall under our SPICEE component. Though many of the student staff positions entail working with certain communities, experiences will be taken into consideration as well as the ability to grow since SPACES staff positions allow individuals the opportunity for self-reflection, growth, and raising consciousness within themselves.

### **Co-Director Positions**

The (8) Director positions are appointed positions that serve as administrative and supervisor roles that coordinate and manage the programs and internal structure of SIAPS, SIPHR, SPICEE and the overall management of SPACES. They focus on developing leadership with student staff, board members and volunteers.

For access to the full-job descriptions, [please visit our website here](#).

For more information, please email [spaceshiringinfo@gmail.com](mailto:spaceshiringinfo@gmail.com).

Completion of this application should take 30-45 minutes. For your reference, please review the questions and allocate a sufficient amount of time to fill out the application prior to proceeding. We will review applications and we will contact you if we are able to grant you an interview. Please ensure that you provide us with a valid email and phone number that you access regularly in the case that we may need to contact you.

Thank you,  
SPACES Directors

## 1. Personal Information

**\*Name:**

**\*Email Address :**

**\*Phone # :**

**\*Address**

Address 2nd Line

City

State/Province/ Region

Postal/Zip Code

Country

## 2. Applicant Information

**\*Which position(s) are you applying for? (You may apply up to 2 positions)**

APSA Community Learning and Empowerment  
Academic Program (LEAP) Access Coordinator

Graphic Design Coordinator

APSA Community Retention in Solidarity and  
Empowerment (RISE) Coordinator

Campus Diversity Engagement  
Coordinators (2)

NASA Community Access Coordinator

Overnight Program & Transition  
Coordinator (2)

NASA Community Retention Coordinator

Director of Financial Affairs

BSU Kujichagulia Retention Coordinator

Director of Internal Affairs

MSA Spirituality and Progression through  
Integration of Retention, Ingression, and Tawheed  
(SPIRIT) Retention Coordinator

Student-Initiated Access Programs and  
Services (SIAPS) Co-Director

ASP Resource Coordinator

Student Initiated Programs for Holistic  
Retention (SIPHR) Co-Director (2)

If applying to multiple positions, which position is your TOP choice?

### 3. Education Information

\*Student PID:

\*College:

\*Major(s):

\*Minor(s):

\*Class Level (as of Fall 2021):

\*Expected Graduation Date:

\*Transfer Student:

### 4. Work Information

\*Do you currently work at UC San Diego or another place off-campus?

\*Please note that if you plan on working with another department at UC San Diego, you cannot work more than 4 hours per week at a second department (for a total of 19 hours between both departments combined), per UC San Diego student life student employee policies. Also, SPACES must be your first priority if you plan on working at another department.

I understand that I cannot work more than 4 hours per week at another department at UC San Diego, in addition to working at SPACES.

I understand that if I work another department at UC San Diego, SPACES must be my first priority.

### 5. Supplemental Information

The following section of the application provides us with information about your leadership, volunteer, and work experience.

Please email your resume with your past experiences and leadership development with this application. Having an incomplete Supplemental Information Section within this application and not submitting a resume in a timely manner or at all, will result an incomplete application and therefore, your application will not be reviewed.

Please provide us with 2 professional references who can comment on your skills and abilities. A professional reference may be a former/current teacher, professor, advisor, teaching assistant, supervisor, fem/mentor.

Professional Reference #1

\*Name:

\*Relation:

\*Phone Number:

Professional Reference #2

\*Name:

\*Relation:

\*Phone Number:

**6. Interest Statement**

Please visit <http://spaces.ucsd.edu/work> to view the full job descriptions which will include the job responsibilities, qualifications, and conditions of employment.

\*Why are you interested in a student staff position with the Student Promoted Access Center for Education and Service? (Please limit your response to 200 words max.)

\*What skills do you bring to the position(s) that you are applying for? (Please limit your response to 200 words max.)

\*What is your experience in working with programs that aim to improve access to higher education and/or retention within higher education? (Please limit your response to 200 words max.)

## **7. Involvement**

Please provide us with information about your anticipated commitment/leadership involvement (e.g. research, thesis, internships, jobs, community service, student organizations, etc.) for the 2021-2022 academic school year.

\*Do you have any additional commitments aside from school for the 2021-2022 Academic School Year?

I have additional commitments aside from classes for the 2021-2022 Academic School Year.

I DO NOT have additional commitments aside from classes for the 2021-2022 Academic School Year.

Commitment #1

Organization:

Position:

Approximated Hours per Week:

Responsibilities:

Commitment #2

Organization:

Position:

Approximated Hours per Week:

Responsibilities:

## 8. Application Checklist

Please ensure you have completed the entire application and have any supplementary documents ready.

### Required Documents:

- Resume

### Other Documents/Information

- Website (any personal website, portfolios, etc:
- Portfolios, cover letters, etc.

## 9. Optional Materials

One letter of recommendation from someone who can speak to your motivation and experience.

Access the letter of recommendation form [here](#).

Please inform your recommender to submit their letter to [spaceshiringinfo@gmail.com](mailto:spaceshiringinfo@gmail.com) by the early or regular submission deadline.

Please note, not having a letter of recommendation will not negatively affect your application.

\*Will you be submitting a letter of recommendation?

## 10. Conditions of Employment

UC San Diego Undergraduate enrolled in all 3 academic quarters for the 2021-2022 Academic School Year

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)

If hired at a second job, SPACES must remain as the first priority. Cannot exceed working over a total of 19 hours per week during academic sessions per Student Life policies for the 2021-2022 Academic School Year

Complete hiring paperwork with Student Life Human Resources

Participate in SPACES All-Staff Retreat and Training September 6 -September 10, 2021 M-F Times TBD

Participate in Welcome Week planning and activities on September 20-September 24, 2021

Attend SPACES All-Staff Winter Retreat TBD

Attend SPACES Weekly Project Group & All-Staff Meetings on every Tuesday and Thursday; 3:30-4:50pm

Available to work: 10-15 hours/week

### Additional Conditions of Employment for Co-Director Applicants

Participate in SPACES Co-Director Training and School Year Preparation on August 10 - August 23, 2021

Coordinate and participate in SPACES Board of Directors Retreat in Summer/Fall 2021

Available to work: 15-19 hours/week

In addition to the dates required by all Co-Directors, SIAPS Co-Directors must also be available to work Summer Summit 2021 and Summer Summit 2022 Dates TBA

By signing below, you are accepting the conditions of employment and completing your application for a position at UCSD SPACES. By signing below, you are certifying and agreeing that all information provided within this application is accurate and true.

\*Sign name electronically:

Type out full name.

**\*NOTE: Please email completed pdf, resume, and any additional documents to [spaces.ucsd.edu](mailto:spaces.ucsd.edu).**