



## **Experience UCSD Program & Transition Coordinator**

10-15 hours per week

May 2026 - June 2027

STDT 3 - Hourly Rate \$18.25

### **Experience UCSD Program and Transition Coordinator**

With the collaboration of the SPICEE Co-Directors, the Experience UCSD Program and Transition Coordinator will work to develop, organize and support creative student-initiated programs that focus on yield as well as retention in higher education. With the guidance of the SPACES SPICEE Advisor and relevant community advisors, this position is responsible for the consistency and development of programs and services that reflect the SIAPS/SIPHR/SPICEE mission statements and SPACES charters. This person(s) is primarily responsible for coordinating the Experience UCSD Program, following up with Experience participants, and developing programs to retain Experience participants at UC San Diego.

### **Experience UCSD Program**

SPICEE Experience UCSD Program is an early Spring Quarter event for admitted high school seniors from 4<sup>th</sup> & 5<sup>th</sup> quintile (Free and Reduced Lunch) schools in the San Diego, Imperial County, Inland Empire, and Bay Area Regions. It is a student-run program with the support of UC San Diego Staff that allows admitted high school seniors from these regions to experience the university environment and campus life. The Experience UCSD Program is an outreach and yield program that aims to increase UC San Diego's matriculation rate among students from 4<sup>th</sup> and 5<sup>th</sup> quintile schools. The Experience Program and Transition Coordinators, in collaboration with the SPICEE Co-Directors, SPACES advisors, and Experience Committee, will lead the entire SPACES staff, and CORE organizations, and campus resource centers in coordinating this Spring Quarter collaborative project.

### **Job-Specific Responsibilities**

#### **Fall quarter**

- Create surveys to develop programs based on the interests and needs of past Experience participants;
- Develop at least one programming event to retain and strengthen relationships between Experience participants (includes hosts and volunteers) that attend UC San Diego;
- Collaborate with SPICEE Co-Directors as needed;
- Collaborate with the SIPHR Co-Directors and SIAPS Co-Directors to transition admitted high school seniors into SIPHR retention programs;
- Create and maintain a list of Experience participants to transition admitted high school seniors into SIPHR retention programs;
- Release and monitor Host applications and develop methods to advertise and recruit potential hosts;
- Collaborate with the Media: Web & Marketing Coordinators to publicize programs to Experience participants and update the Experience Website;
- Collaborate with the Media: Web & Marketing Coordinators to publicize any pre-Experience Events;
- Collaborate with advisors and Information Technology Services (ITS) to update and improve the Host and Hostee

applications;

- Reach out and collaborate with campus partners in hosting workshops for the Experience UCSD Program;
- Collaborate with SIAPS/SIPHR positions to co-coordinate workshops, outreach, etc.

### **Winter Quarter**

- Collaborate with the SPICEE Advisor to attend the Experience Coordinating Staff, Experience Administrative Component, and the Experience Student Coordinator Meetings;
- Collaborate with SIAPS Co-Directors and student coordinators of the various tracks and attend weekly Experience Student Coordinator Meetings and Experience Coordinating Staff Meetings;
- Facilitate and attend Experience Host Trainings with the Experience Student Coordinators and staff of the various Experience tracks;
- Provide work direction, foster collaboration, and facilitate strategic program planning among SPACES staff when collaborating to plan the Experience UCSD Program;
- Record and organize minutes from the following meetings: SPICEE Steering Committees (when collaborating to develop the Experience UCSD Program); Experience Committee Meetings; Experience Track Meetings; Experience Student Coordinator Meetings; any other meetings that may involve the Experience UCSD Program;
- Review applications for Experience Hosts;
- Work with the SPICEE Co-Directors to establish content development with the SPICEE Steering Committee;
- Collaborate with the Media: Web & Marketing Coordinators to publicize meetings, host trainings, and host/volunteer recruitment;
- Plan and organize budget development for the Experience UCSD Program;
- Continue to develop programming to retain Experience participants that attend UC San Diego;
- Collaborate and develop methods of outreaching to students that were unable to attend the Experience UCSD Program;
- Plan and put on an information session(s) for potential hosts within the UCSD community
- Develop at least one programming event to retain and strengthen relationships between Experience participants (includes hosts and volunteers) that attend UC San Diego;

### **Spring Quarter**

- Organize accepted and attending high school hostees into groups with undergraduate student hosts;
- Organize a reception for the hosts before the program to briefly review content from the host trainings, go over expectations for the program, and reveal host-hostee pairings;
- Execute Experience UCSD Program during first week of Spring Quarter in junction with Triton Day;
- Collaborate with the Media: Web & Marketing Coordinators to publicize SPACES events to Experience participants and hosts;
- Utilize social media (Facebook, Twitter, email, etc.) to continue follow-up with Experience Participants and Hosts;
- Send reminder emails to Experience Hosts to encourage follow-up and connection between Experience Participants and Hosts;
- Develop programs and events specifically for hosts and participants of the Experience UCSD Program;
- Update and maintain list of Experience participants including hosts;
- Continue to collaborate and develop methods of outreaching to students that were unable to attend the Experience UCSD Program;
- Transition the next year's Experience UCSD Program and Transition Coordinator into the position, via transferring information, Experience participant lists, and training to prepare for the next year;
- Develop at least one programming event to retain and strengthen relationships between Experience participants (includes hosts and volunteers) that attend UC San Diego;

### **General Responsibilities**

- Available to work on occasional evenings and weekends;
- Participate in one-to-one meetings with co-directors and advisors per quarter;
- Participate in mandatory weekly staff meetings, every other Thursday (even or odd weeks) from 3:30-4:50pm;
- Participate in mandatory weekly steering meetings (**this is important for program proposals**) , each Tuesday from 3:30-4:50pm;
- Fully engage in activities that facilitate holistic development, which may involve personal and emotional investments;
- Meet with members of the SPACES Board of Directors and/or Core Organizations, as needed;
- 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, photocopying, typing, and customer service etc.;
- 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, SPACES Trello/Padlet, 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;
- 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;
- Provide administrative support for SPACES sponsored events and community events in relation to access, retention and community engagement initiatives;
- Other duties as assigned.

### Qualifications

- Pay quarterly registration fees for each quarter employed;
- Understanding of the mission and aspirations of SPACES and those affiliated with it;
- Understanding of 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;
- 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, Intertribal Resource Center, APIMEDA Programs and Services), or a Residential Advisor (RA) / House Advisor (HA) or in a high-demand student leadership roles for the 2026-2027 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.

## **Typical Weekly Hour Distribution for Coordinators**

### **SPACES Center Shifts**

- All SPACES student staff members are expected to carry out the majority of the work within the center. This is to ensure that a student staff member is present at all times during the center's hours of operation as well as to encourage student staff to build their organizational skills and manage their time well. Be available to help out with administrative tasks around the center such as event set-up, managing the front desk sign in, chores, assisting community members, etc.

### **All Staff Meetings**

- All-Staff meetings occur on a bi-weekly basis. They serve to create and build community with the advisors, co-directors, and coordinators.

### **Component Steering Committee Meetings**

- Component steering committee meetings are weekly meetings that serve as a supportive and collaborative space for the initiation and development of student coordinators' work and respective SIPHR/SIAPS/SPICEE component projects.

### **One-to-One Meetings**

- One-to-ones are meetings that serve as a time for the coordinators to check in with support about how they are doing within the workplace as well as academically and personally.

### **Additional Meetings/Events/Field Hours**

- The remainder of the weekly hours is more flexible that 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. These include but are not limited to:
  - SIPHR/SIAPS/SPICEE Steering Committee Meetings
  - Board of Director (BOD) Meetings
  - Co-Coordinator Meetings/Committee Meetings
  - Meetings with Departments
  - Organization/Board Meetings
  - Events

## **A typical 10-15 hour week for a SPACES Coordinator:**

- Center Shifts – 5 hours
- All Staff Meeting – 1.5 hours (biweekly)
- Steering Committee Meeting – 1.5 hours
- One-to-one Meetings – 1 hour
- Field Hours – 3.5 to 6 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, as well as 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 processes, 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	Dates
UC San Diego Undergraduate enrolled in all 3 academic quarters	2026-2027 Academic Year
Not employed at OASIS, or one of UC San Diego's Campus Community Centers (Black Resource Center, Cross-Cultural Center, LGBT Resource Center, Raza Resource Centro, Women's Center, Intertribal Resource Center, and APIMEDA Programs and Services), or as a Residential Advisor (RA) / House Advisor (HA), or in a high-demand student leadership roles (e.g. chair/vice-chair of a student organization)	2026-2027 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 academic sessions per Student Life policies.	2026-2027 Academic Year
Attend All-Staff Orientation Meeting	Thursday May 14th, 2026, 3:30-4:50 PM
Complete hiring paperwork with Student Life Human Resources	Summer 2026
Participate in Job Shadowing (Spring Quarter): 1-2 hours/week	Weeks 8 - 10, Spring Quarter 2026
Attend SPACES All-Staff Virtual Training	September 8th and 10th, 2026
Attend SPACES All-Staff In-Person Training	September 21-23, 2026

Participate in Welcome Week planning and activities	Week 0 of Fall Quarter 2026
Attend SPACES All-Staff Retreat	Saturday October 10th, 2026
Attend SPACES Weekly Steering Committee	Every Tuesday, 3:30 - 4:50 PM
Attend SPACES Biweekly All-Staff Meetings	Every Odd Week Thursday, 3:30 - 4:50 PM
Available to work: 10-15 hours/week	2026-2027 Academic Year