



Muslim Student Association (MSA)
**Spirituality and Progression through Integration of Retention,
Ingression, and Tawheed (SPIRIT)**

Access Coordinator

10-15 hours per week

May 2026 - June 2027

STDT 3 - Hourly Rate \$18.25

The MSA SPIRIT Access Program

The MSA SPIRIT Access Program seeks to provide Muslim students in K-12, community college, and undergraduate institutions with services and resources that will promote their spiritual, academic, and personal development and success. The program serves to empower students with tangible resources and guidance that will support them in their journey through higher education while remaining grounded in their unique identities. The MSA SPIRIT Access Coordinator will be responsible for coordinating initiatives (see “Access Events” below) for Muslims within the greater San Diego community. The Access Coordinator will be the primary lead for all access initiatives, ensuring programs and events are carried out in an efficient manner and remain relevant to fulfilling the MSA SPIRIT Access Program’s role in serving the San Diego community. Additionally, the MSA SPIRIT Access Coordinator will serve on the MSA board, fulfilling board obligations and collaborating with the broader MSA on access programs and events.

Access Events

- **MSA College Day** - a day long conference for Muslim high school and community college students within San Diego to learn about the intersection between spirituality and academia as well as what college life looks like through tours, panels, workshops, activities, etc.
- **Community Onsite Programming** - opportunities for local Muslims in need to promote their understanding of the process of obtaining higher education and to gain access to college bound services; this programming can be conducted through onsites at high schools and community colleges in San Diego, workshops at local mosques, etc.
- **College Application/Essay Workshop** - a workshop for Muslim high school and community college students within San Diego to learn the details of applying to college and work on their applications while receiving guidance from students who have gone through the process themselves (may be in collaboration with local mosques or other relevant organizations).
- **Graduate School Program Workshop** - a workshop for undergraduate MSA members to learn about how to navigate applying to graduate school and prepare to succeed in obtaining post-graduate education (may be in collaboration with the MSA SPIRIT Retention Coordinator).
- **SIAPS Programming** - if there is capacity towards the end of the year, participate in programming different events for SIAPS (ex. Zoo Trip).

Note: this is not an exhaustive list of potential access events that could be coordinated throughout the year.

Job-Specific Responsibilities

- Coordinate access programs and events that reflect the needs of students within the Muslim community in higher education including, but not limited to: mentorship, tutoring, cultural workshops/events, advocacy, etc.;
- Efficiently utilize available resources and connections to facilitate programming that accurately reflects the interests of the Muslim community in San Diego;
- Foster relationships with students, staff and faculty both at UC San Diego as well as within the greater San Diego community to efficiently coordinate access initiatives;
 - Maintain an active and organized record of contacts to reference throughout the year;
 - Work with local mosques and local Muslim/Muslim adjacent organizations to improve outreach efforts;
- Maintain an organized folder of MSA Access work throughout the year;
 - Compile possible quarter projects into a transition folder;
- Provide college bound services to local Muslims, including but not limited to the refugee community;
 - Organize programs that provide guidance and assistance to high school and community college students during the college application process (ex. Community Onsite Programming, College Application/Essay Workshops);
- Establish a committee made up of MSA members to assist with MSA College Day programming and serve as the coordinator for the committee;
 - Delegate committee responsibilities effectively and ensure committee members are active throughout the entirety of the planning process;
- Collaborate with the MSA SPIRIT Retention Coordinator on programming focused on undergraduate students;
 - Coordinate graduate school preparation initiatives and resources for undergraduate MSA members (ex. Graduate School Program Workshop);
- Serve on MSA board as the Access Coordinator and attend weekly board meetings;
 - Attend all MSA board transition meetings during spring quarter before term on MSA board begins;
 - Be present with both MSA board and MSA members to encourage community and active participation in access initiatives;
- Collaborate with SIAPS to develop handbook for guidelines and requirements to be on site at high schools for workshops, presentations, tutoring, and mentoring;
- Assist with the coordination of the SIAPS College Tour and other SIAPS programs.

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, 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 (weekly)
- 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 SIAPS Component Virtual Training | September 9th, 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 |