



Targeted Access & Resource Outreach (TARO) Co-Coordinators (2)

10-15 hours per week

May 2026 - June 2027

STDT 3 - Hourly Rate \$18.25

The TARO Program

The SIAPS Targeted Access & Resource Outreach (TARO) Coordinator seeks to provide resources to target populations and community-specific populations historically and continuously marginalized within the populations that the University of California Office of the President (UCOP) has deemed to be populations in need. The position's goals include:

- work with the communities as listed to provide resources and coordinate programs that will enable youth who identify as such to consider higher education and to provide a pathway to college.
- work with parents/guardians of the targeted populations to provide resources that would enable their children to pursue higher education as well as educate, in particular immigrant parents/guardians, what college experience would be like for their children.
- They will also work with local high school teachers and counselors to provide resources for educational development in working with target populations through workshops and seminars through partnerships coordinated by SIAPS Co-Directors, EPIC staff, and SIAPS – Access Advisor.

Job-Specific Responsibilities

- Build relationships with local organizations that support the targeted populations;
- Participate in mandatory biquarterly 2:1 meetings with SIAPS Co-Directors regarding programming, budget planning, partnership building and strategic advising
- Collaborate with local refugee, undocumented, middle schools, and high school students to provide access to resources;
- Coordinate at least one (1) parent session;
 - Facilitate an information session for parents/guardians on college access, UCSD resources, and SPACES-SIAPS programs;
- Strengthen relationships with local schools and organizations to promote SPACES-SIAPS programs;
- Organize at least one program aimed at supporting student-parents;
- Foster opportunities and partnerships for local educators to engage with SPACES-SIAPS, including providing learning and staff development through workshops, conferences, and other issue-specific programs;
- Coordinate at least one (1) on-campus visit including, but not limited to;
 - Campus tour
 - Student panel: coordinate student panel event with local cc to give students insight, student panel should include; transfers, international, STEM, students with dependents, etc
 - Faculty engagement with community
 - Meeting with campus administration and centers
 - Have a mental health event
 - Spring Resource Fair that encompasses all groups listed above

- Coordinate at least one (1) off-campus information session/on-site in partnership with local institutions, schools, and non-profit organizations;
- Work to SPACES - SIAPS sponsored high school conferences to coordinate a workshop (at least 3);
- Work with SIAPS Co-Directors and EPIC staff to promote SIAPS programs;
- Participate in community events and outreach effort coordinated by SIAPS Co-Directors, SIAPS - Access Advisor, and/or Director of External Affairs;
- Preference for experience working with targeted populations and a deep understanding of the higher education admission process.

General Responsibilities

- 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 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