



Campus Diversity Engagement Co-Coordinator (2)

10-15 hours per week

May 2026 - June 2027

STDT 3 - Hourly Rate \$18.25

Campus Diversity Engagement (CDE) Coordinators are responsible for engaging prospective students from diverse backgrounds with the university community. Emphasis for the engagement program is to serve students from underserved and under-resourced backgrounds that traditionally do not have access to the university as an institution. The core project of the CDE program is to engage in *counter-storytelling*, exposing these students to the undergraduate experience at the university by exposing them to the academic, social, cultural & political aspects of campus (including issues of gender, race, class, sexuality, ableism, social justice, activism and more). In addition, the program is designed to help connect the UC San Diego student community to diversity and social justice initiatives in the city of San Diego and the greater San Diego community.

CDE coordinators primarily accomplish this through offering *Alternative Tours and Panels*, which provide prospective San Diego students with the histories of student organizing and activism at UCSD. The main goal of these Alternative Tours should be to encourage students to envision themselves in higher education, whether at UC San Diego or elsewhere. In addition to the Alternative Tours, CDE coordinators have latitude to engage in a range of programs which illuminate the history of student organizing and struggle at UCSD and allow students at UCSD, particularly those belonging to marginalized groups, to tell their own stories.

Access Component

- The access component, the primary component of the program, is designed to reach out to historically underrepresented and underserved K-14 youth in the greater San Diego area and the state of California.

Alternative Tour Guide Retention & Social Justice Training/ Development Component

- The retention component is designed to reach out to historically underrepresented and underserved students here at the University. Both components should pass on knowledge of student activism and our story at UC San Diego. This component will include: tour guide training, tour guide bonding activities, and tour guide appreciation programs and events. It is intended for the volunteer student tour guides who will provide the campus tours with the CDE's. It is both designed to develop their skills and knowledge in social justice work, while retaining them at the university. Tour guides can include SPACES staff.
- Additionally, CDE's should pursue other outside projects beyond alternative tours, with an overall focus on social justice and community outreach. This can include but isn't limited to coordinating videos, creating social media content, working with SD community organizations, etc.

Volunteer Recruitment/Retention

- Coordinators will publicize the Campus Diversity Engagement Program to the student body and recruit and maintain a regularly updated database of volunteers. The volunteers will undergo a training program hosted by the Campus Diversity Engagement coordinators. Interns will create a sense of community among the volunteers by

planning quarterly/bi-annual events to celebrate, share stories, and learn from each other.

Campus Tour

- Campus Tours will be a key component of the Campus Diversity Engagement Program. Coordinators will be charged with developing and researching significant events related to the university and situating those events at specific points on campus. The goal is to make the Campus Tours engaging, authentic, vibrant and personal for both the prospective students and student volunteers.
- **Alternatives:**
 - Given circumstances where Campus Tours aren't possible, coordinators will be responsible for developing their own creative alternative to the Campus Tour to accomplish the same goal: spreading awareness of significant events related to the university and the campus.
 - **Examples:**
 - Video series dedicated to the significant events
 - Hosting an educational/informative event incorporating games
 - Collaborating with other directors to combine duties
 - Virtual Tours

Student, Staff, Faculty Panel

- Student Panels will be a key component of the Campus Diversity Engagement Program. Coordinators will be charged with organizing a panel of UC San Diego student volunteers to participate in Q&A empowerment sessions with visiting youth and prospective students. These should be the same student volunteers participating in the alternative campus tours component of the CDE program.

Committee Component

- CDE's will establish a committee that will help them run the tours. This committee will allow UCSD undergraduate students to feel committed and would also help CDEs. The committee could consist of Publicity Chair, Recruitment Chair, Senior Alternative Tour Guide (ATG) and would be open to any other Alternative Tour Guides who are interested, which could be junior ATGs. This could potentially ensure that in following years the position will remain filled and it will also provide a supportive space for ATG.

Job-Specific Responsibilities

- Initiate dialogue with schools from under-served communities for possible campus visits. Outreach shall include but not be limited to: middle schools, high schools and community colleges;
- Collaborate with departments that work on outreach such as the Cross-Cultural Center, Women's Center, Lesbian Gay Bisexual Transgender Resource Center, the Office of Academic Support and Instructional Services, Financial Aid Office, and the Office of Admissions and Relations with Schools to enhance the training of Alternative Tour Guides;
- Publicize the Campus Diversity Engagement Program to the student body and recruit and maintain a regularly updated database of volunteers;
- Coordinate at least one volunteer training session at the beginning of each academic quarter. These trained students will be on-call for the Campus Diversity Engagement program and will lead campus tours and participate in student panels;
- Coordinate bi-quarterly meetings for Alternative Tour Guides on issues of financial aid, scholarships (including AB540), admissions, and campus resources such as the Summer Bridge program, the campus community resource centers, programs offered by SPACES, student organizations, student activism, etc.;
- Coordinate activities and games, such as mixers, board games, and potlucks and study jams;
- Maintain a database of student volunteers trained to participate in alternative campus tours, student panels, and retention and social justice training programs;
- Develop and research significant events related to the University and situate them at specific points on campus while including them on history sections in routes;
- Organize a panel of UC San Diego student volunteers to participate in Q&A empowerment sessions with visiting

youth and prospective students;

- Oversee the creation of materials to enhance the Campus Diversity Engagement program, which include but are not limited to business cards, t-shirts, folders, and documentary films;
- Create a committee for volunteers of Alternative Tours.
- Host workshops and other events about diversity, social justice, community outreach, etc.
- Collaborate with SIAPS/SIPHR positions to co-coordinate workshops, outreach, etc.
- Assist with the coordination of the Overnight Program, if needed, and ASP Booklending Distributions.

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:
 - o SIPHR/SIAPS/SPICEE Steering Committee Meetings
 - o Board of Director (BOD) Meetings
 - o Co-Coordinator Meetings/Committee Meetings
 - o Meetings with Departments
 - o Organization/Board Meetings
 - o 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