



SPICEE Co-Directors of Internal Affairs (2)

15-19.5 hours a week

May 2026 - June 2027

STDT 4 - Hourly Rate \$18.98

SPICEE Co-Directors

The SPICEE Co-Directors will oversee the programmatic structure and execution of nine (9) student coordinators under the SPICEE Component. The Co-Directors are responsible for facilitating inter-group discussions, program mentoring and advising, as well as conflict resolution within the Component. Co-Directors are lead contact for all yield and community programs for the Center.

Along with the SIPHR and SIAPS Co-Directors, the SPICEE Co-Directors will collaboratively work to properly fund coordinators and organizations' program requests, assess and evaluation programs, manage center usage and resources, coordinate meetings with Board of Directors and other UCSD student organizations and departments, participate in state-wide and UC-wide meetings and conferences, attend UCSD meetings with administration, work with local schools and districts, foster relationship with local business and organizations, and submit annual reports to the VC of Student Affairs and UCOP.

The SPICEE Co-Directors supervise and work with the following community positions in SPACES – SPICEE:

- Experience UCSD Program Coordinator
- Campus Diversity Engagement Co-Coordinators (2)
- Graphic Design Co-Coordinators (2)
- Website Design & Marketing Coordinator
- The Collective Voice Coordinators (2)
- Operations & Volunteer Coordinator

Co-Directors of Internal Affairs

In collaboration with the other SPICEE Directors, the SIPHR Co-Directors, and the SIAPS Co-Directors, the Co-Directors of Internal Affairs serve to support student-initiated and student-run access and programs. With the guidance of the 3 SPACES Advisors, along with relevant community advisors, this position is responsible for the consistency and development of programs and services that reflect the SPACES mission statement and charter.

The Director of Internal Affairs is responsible for paperwork related to SPACES Center documentation and assessment for student staff. Their primary duty is to oversee all SPACES Staff in terms of training, All-Staff Meetings, and the overall SPACES Staff development. They must coordinate the documentation and evaluation of work completed, which they will further assess to produce data and reports following each quarter. The Directors of Internal Affairs will serve as a resource to all Co-Directors, SPACES Coordinators, and Board of Directors to communicate about the internal structure and progress of the respective SPACES cohort. Specific responsibilities for the Directors of Internal Affairs (2) are the following:

Job-Specific Responsibilities

Internal Development and Organization

- Co-coordinate with SPACES Co-Directors to develop student staff trainings, retreats, and All-Staff Meetings;
- Create and maintain records of staff attendance in All-Staff Meetings and weekly Center hours;
- Collaborate with entities on campus focusing on retention in order to collaborate on materials, training, and general support such as the Campus Community Centers, OASIS, Counseling and Psychological Services, CARE @ SARC;
- Observe and assess application of staff policies and regulations and update accordingly;
- Coordinate the recruitment/selection process of SPACES Student Staff in the Hiring Committee;
- Assess and update job descriptions, letters to incoming coordinators, and applications of student staff and career staff;
- Record and organize minutes from All-Staff Meetings into the SPACES Shared Drive and respective drives;
- Facilitate and co-coordinate with all directors the training and shadowing to transition incoming staff;
- Facilitate and co-coordinate with SPACES Directors a mini retreat and training for staff hired after beginning of fall quarter;
- Support the Experience UCSD Coordinator with tasks and programs, and assist in the coordination of the annual Experience UCSD Program;
- Organize All-Staff Socials periodically throughout the year (e.g. Grill & Chill, Bonfire, Halloween Party, SPACES birthday celebration, Valentines for All-Staff, Winter gift exchange etc.).

Administrative Oversight

- Provide programmatic, empathetic, and leadership support for all student coordinators and co-directors;
- Provide work direction, foster collaboration, and facilitate strategic program planning among student coordinators through the SPICEE Steering Committee;
- Facilitate and engage in activities that foster holistic development, which may require personal and emotional investments beyond job-specific duties;
- Attend SPACES events when necessary;
- Ensure accountability with SPACES staff by maintaining, updating, and checking application of staff policies and regulations.
- Work to promote the SIPHR/SPICEE/SIAPS/SPACES Mission Statements relative to the AS Mission Statement to improve campus climate for all students;

Program and Community Outreach Development

- Develop goals and objectives, assessment, and evaluation in collaboration with the SPICEE Directors, SIPHR Co-Directors, SIAPS Co-Directors, and SPACES Advisors;
- Conduct and promote outreach to improve communication with new and existing partnered organizations;
- Provide administrative support for SPACES-sponsored events and community events for access and retention initiatives;
- Assist in targeting student organizations for specific development and assistance;
- Assist in providing guidance on operation and program development;
- Collaborate with SPACES Advisors to facilitate workshops for the campus as well as city, county, regional, state, and national events addressing student-run access and retention programs, diversity issues, and this campus as a prospective institution for higher education;
- With the SPACES Directors and SPACES Advisors, implement strategic initiatives of the SPACES Strategic Planning Committee to meet the needs of students and participants in SPACES programs and services in the access-retention continuum;
- Build and maintain connections with students, alumni, staff, and faculty members who are allies to SPACES;
- With the SPACES Directors and Coordinators, build and maintain connections with the Associated Students;
- Maintain a relationship with core orgs by attending one event funded by SPACES per quarter.

Data Management and Reports

- Maintain records of SPACES co-sponsored events, to be included in the end-of-the-year report;
- Collaborate with the SPACES Directors and SPACES Advisors to coordinate data and assessments reflecting student staff personal, project, quarter, and end-of-the-year evaluations;
- Collaborate with the SPACES Directors and SPACES Advisors to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Provide a variety of statistical reports, analyzing information gathered from all projects, and preparing recommendations and/or summary reports;
- Assist in the compilation of the SPACES Annual Report;
- Consistently track and evaluate the effectiveness of all funded activities;
- Create an overall assessment of All-Staff by reviewing the quarterly and end-of-year self-evaluations;
- Provide recommendations to incoming SPACES Student Staff for future improvements.

Co-Director Shared Responsibilities

- Coordinate a self-initiated project during fall, winter or spring quarter independently or with other directors;
- Lead in Center management including, but not limited to usage tracking and resource inventory;
- Promote SPACES programs with constituents, campus departments and units, and San Diego county as necessary;
- Support student coordinators during day-of programming and with last minute program support and advising;
- Collaborate with the SPACES Co-Directors to prepare agendas for the All-Staff and Board of Directors meetings;
- Co-facilitate and participate fully in the All-Staff and Board of Director meetings, as well as coordinating All-Staff and Board of Director Retreats;
- Facilitate and engage in activities that foster holistic, personal development;
- Ensure accountability with SPACES staff by maintaining, updating, and checking application of staff policies and regulations;
- Develop goals and objectives, assessment, and evaluation in collaboration with the SPICEE Co-Directors, SIPHR Co-Directors, SIAPS Co-Directors and SPACES Advisors;
- With SPACES Co-Directors and SPACES Advisors, participate in meetings with the Campus Community Centers, OASIS, Counseling and Psychological Services, CARE @ SARC and other student services departments to strengthen student-run retention programs;
- All SPACES Co-Directors and SPACES Advisors implement strategic initiatives of the SPACES Strategic Planning Committee to meet the needs of students and participants in SPACES programs and services in the access-retention continuum;
- Represent SPACES to a number of committees, departments, and organizations including but not limited to Associated Students, Student Life, Campus Community Centers, CREATE, San Diego Education Consortium, Coalition of Neighborhood Councils, Statewide SIAP, etc.;
- Collaborate with the SPACES Co-Directors and SPACES Advisors to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Assist in the compilation of the SPACES Annual Report and other university-based, university-wide reports;
- Consistently track and evaluate the effectiveness of all funded activities;
- Co-Coordinate and carry out the SPACES Finals Study Jam in collaboration with all Co-Directors of SPACES
- Attend and participate fully in Co-Director meetings;
- Conduct one-to-one meetings with coordinators; provide guidance and support with program development; and address needs with full time staff to ensure retention within the workplace;
- Provide a welcoming, inclusive, and supportive work environment within the SPACES Center for all identities, and address these facets of inclusivity when it is lacking;
- Serve as advocates in furthering the SPACES Mission of achieving greater educational equity, by providing access, retention and community engagement to under-served and under-resourced communities.

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 if budget & capacity is available;
- 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

- Must have the ability to work with diverse groups of people of varying racial, ethnic, national, gender, gender identity, sexuality, spirituality, class, ability, and other identity markers both on and off campus;
- Must be an enrolled undergraduate student and pay quarterly registration fees for each quarter employed;
- Must have a minimum of one (1) year experience in student organization leadership position;
- Must have a minimum of one (1) year experience in student programming;
- Must have a minimum of one (1) year experience in community engagement around educational equity, social justice, equity, diversity, and inclusion;
- Preferred prior experience working with either SPACES, Campus Community Centers, OASIS, Undocumented Resource Center, or other campus units, divisions, or centers addressing equity, diversity, and inclusion;
- Ability to maintain accountability amongst student staff and community members, as well as assess personal relationship(s) with UCSD-based entities and individuals;
- Understanding of the mission, vision, and aspiration of SPACES and those affiliated with the Center around access, retention, and community programs and engagements;
- Awareness of SPACES access, retention, and community programs and initiatives;
- Progressive and innovative leadership approach to working with pre-college and college students, university staff and faculty, and community leaders and organizations not affiliated with UCSD;
- Self-motivation and experience working cooperatively as part of a team of directors and with component program coordinators;
- Strong interpersonal skills with the ability to communicate effectively in one-to-one meetings and group settings;
- Ability to advise, organize, and manage multiple projects simultaneously;
- High level of awareness and sensitivity to the needs of different communities especially those from underrepresented and underserved backgrounds;
- Ability to maintain confidentiality with highly-sensitive information;

- Flexible to meet the dynamic and high paced needs of SPACES including ability to work hours exceeding 15 hours per week;
- 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 Co-Directors

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 by completing the majority of the work within their center. 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 biweekly basis. They serve to create and build community with the advisors, co-directors, and coordinators.

Component (SIPHR/SIAPS/SPICEE) Co-Director Meeting

- Component Co-Director meetings occur on a weekly basis. They allow the Co-Directors to have more in-depth conversations related to their position.

Co-Director Meetings

- Co-Director meetings occur on a weekly basis. They serve to maintain communication amongst the Co-Directors of the center and the full-time staff.

Steering Committee Meetings

- 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 Co-Directors/Advisors 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 15-19.5 hour week for a SPACES Co-Director:

- Center Shifts – 5 hours
- All-Staff Meeting (biweekly) – 1.5 hours
- Board of Directors (biweekly or triweekly) – 1.5 hours
- Steering Committee Meeting – 1.5 hours
- Co-Director Meetings – 2 hours
- Component Co-Director Meeting – 1 hour
- One-to-One Meetings – 2 hours
- Additional Meetings/Field Hours – 5.5-6.5 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 session 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
Participate in SPACES Co-Directors Retreat	Summer 2026
Participate in SPACES Co-Director Training and School Year Preparation	Summer 2026
Coordinate & attend SPACES All-Staff Virtual Training	September 8th and 10th, 2026
Coordinate & attend SPACES All-Staff In-Person Training	September 21-23, 2026
Coordinate & participate in Welcome Week planning and activities	Week 0 of Fall Quarter 2026
Coordinate & attend SPACES All-Staff Retreat	October 10th, 2026
Coordinate & attend SPACES Weekly Steering Committee	Every Tuesday, 3:30 - 4:50 PM
Coordinate & attend SPACES Biweekly All-Staff Meetings	Every Odd Week Thursday, 3:30 - 4:50 PM
Available to work: <ul style="list-style-type: none"> Co-Directors: 15-19.5 hours/week Co-Directors must also be available to work at least one Summer Summit in 2026 or 2027 (DATES TBA) 	2026-2027 Academic Year