



SPICEE Director of Financial Affairs

15-19.5 hours a week

May 2023 - June 2024

STDT 4 - Hourly Rate \$17.55

SPICEE Co-Directors

The SPICEE Co-Directors will oversee the programmatic structure and execution of ten (10) 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 request, 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:

- Overnight Program Co-Coordinators (2)
- Campus Diversity Engagement Co-Coordinators (2)
- Graphic & Marketing Co-Coordinators (2)
- Website & Media Coordinator
- Collective Voice Coordinators (2)
- Operations & Volunteer Coordinator

Director of Financial Affairs

In collaboration with all SPACES Directors, the Director of Financial Affairs (DFA) will lead center management, coordinate coordinator and volunteer opportunities in SPACES programs and co-sponsored events, and become point person for Center inquiries in absence of full-time staff. With the guidance from SPACES Advisors, this position is responsible for the consistency and development of programs and services that reflect the SPACES mission statement and charter.

This DFA oversees the SPACES annual budget, which consists of overseeing all funding and spending from all SPACES components, and assists individuals/organizations with utilizing their allocated funds effectively under the mission of SPACES while upholding uniform and consistent policies and procedures. The DFA will have a critical role in compiling the End-of-the-Year Annual Report and in communicating the effectiveness of SPACES funded programs. In addition, DFA must keep an updated file of SPACES budget using the post/program proposal and allocation trackers. Update funding guidelines to have it accessible to all staff.

Job-Specific Responsibilities

Finance and Budget Development

- Manage and maintain an up-to-date version of the budget;
- Assess and update information in the SPACES Funding Handbook;
- Maintain uniform and consistent application of SPACES funding policies and regulations;
- Maintain communication with AS Financial Controller and the Student Life Business Office regarding finances;
- Assist in the proposal development for year-long programs of CORE organizations;
- Collaborate with all SPACES Directors to develop budget oversight training for the SIPHR and SIAPS steering committees and any affiliated organizations;
- Create the Fall Budget Revise and present to Associated Students during Fall Quarter;
- Create the Spring Budget for the following fiscal year to Associated Students;
- Lead and coordinate the Academic Year Budget Proposal (AYBP) process;
- Meet with the Vice Chancellor of Student Affairs at least once per year to discuss SPACES finances and present budget and fiscal year plan

Administrative Oversight

- Provide developmental, emotional, and leadership support for all student coordinators;
- Provide work direction, foster collaboration, and facilitate strategic program planning among student coordinators through the SPICEE Steering Committee;
- Attend and participate fully in weekly SPICEE Co-Director meetings;
- Attend and participate fully in Co-Director meetings twice a week;
- Conduct bi-weekly one-to-one's with coordinators;
- Participate in bi-weekly one-to-one's with the SPACES Advisors;
- Collaborate with SPACES Advisors in managing program proposals and post-program reports.
- Coordinate the funding process starting from the submission of the program proposal between the steering committees, SPACES Advisors, and Student Life Business Office.
- 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 uniform and consistent application of staff policies and regulations.
- Plan and organize the SPACES End-of-the Year Celebration.

Program and Community Outreach Development

- Provide administrative support for SPACES-sponsored events and community events for access and retention initiatives;
- Assist in providing guidance on operation and program development;
- Collaborate with the Advisor 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 Co-Directors, SIPHR Co-Directors, SIAPS 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;
- Build and maintain connections with students, alumni, staff, and faculty members who are allies to SPACES;
- With the Co-Directors, build and maintain connections with the Associated Students;

Data Management and Reports

- Maintain records of SPACES co-sponsored events, to be included in the end-of-the-year report;
- Compile the annual SPACES Annual Report in collaboration with the Advisor;
- Provide a variety of statistical/assessment/summary reports regarding finances;
- Provide a variety of statistical reports, analyzing information gathered from all projects, and preparing recommendations and/or summary reports;

- Collaborate with the SPACES Co-Directors, SIPHR Co-Directors SIAPS Co-Directors, and SPACES Advisors to develop effective instruments for evaluating student staff's progress academically, socially, professionally, and personally;
- Consistently track all SPACES - funded activities through post-program proposals.
- Submit quarter and end-of-year self-evaluations experience to give an overall assessment of position and provide recommendations to incoming SPACES Student Staff for future improvements.

Co-Director Shared Responsibilities

- Collaborate with the SPACES Co-Directors, to prepare agendas for the All-Staff and Board of Directors meetings;
- Co-coordinate the All-Staff and Board of Directors Retreats;
- Facilitate and engage in activities that foster holistic development;
- Attend SAAC Dinner, SAAC Retreats, and Cross-Cultural Center Affiliates events;
- 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 the 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;
- With the SPACES Co-Directors, and SPACES Advisors, participate in meetings with TRiO, Early Academic Outreach Program, Cal-SOAP, Admissions Office, and other outreach departments to strengthen student-run access 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 bi-weekly one-to-one's 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, brave, and inclusive 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 underserved communities of color.

General Responsibilities

- Available to work on occasional evenings and weekends;
- Participate in biweekly one-to-one's with full-time staff, co-directors, and co-coordinators.
- Participate in mandatory biweekly staff meetings, every other Thursday from 3:30-4:50pm;
- Participate in mandatory weekly steering committee meetings, each Tuesday from 3:30-4:50pm;
- Fully engage in activities that facilitate holistic development, which may involve personal and emotional investments beyond job-specific duties;
- Meet with members of the SPACES Board of Directors and/or Core Organizations, as needed;

- Complete paperwork, including project proposal forms and Triton Activities Planner (TAP), to receive project funding;
- Assist with Front Desk coverage and reception at least one hour a week;
- Assist with SPACES administrative duties including data entry, photocopying, typing, and customer service;
- 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, Post-Program Report Form, and Participant Database;
- Submit quarter and end-of-year evaluations of your experience to give an overall assessment of your position and provide recommendations for future improvements;
- Coordinate a self-initiated project once a quarter independently or with other directors;
- Build and maintain connections with students, staff and 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 and retention initiatives;
- Other duties as assigned.

Qualifications

- Must be 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;
- Available on occasional evenings and weekends;
- Flexible to meet the dynamic and high paced needs of SPACES including ability to work hours exceeding the 15 a week average when necessary;
- 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 and aspiration of SPACES and those affiliated with it;
- Awareness of ASP, SIAPS, SPACES and previous current access and retention initiatives;
- Strong passion and commitment for educational equity;
- 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;
- Eligibility: Anyone who will not be employed at OASIS or one of the UC San Diego's Campus Community Centers (Black Resource Center, Cross-Cultural Center, LGBT Resource Center, Raza Resource Centro, Women's Center) or in a high-demand student leadership roles for the 2023-2024 school year (e.g. chair/vice-chair of a student

organization);

- SPACES Student Staff must put their position as their first priority if they are employed elsewhere.

Typical Weekly Hour Distribution for Co-Directors

SPACES Office Hours

- 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 (Biweekly)

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

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

- Co-Director Component meetings occur on a weekly basis. They allow the Co-Director's 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 student leaders 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 (Biweekly)

- One-to-ones are bi-weekly 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:
 - Board of Director (BOD) Meetings
 - Meetings with Departments
 - Meetings with Administrative Staff
 - Organization/Board Meetings
 - Events

A typical 15-19.5 hour week for a SPACES Co-Director:

- Office Hours – 5 hours
- All-Staff Meeting (biweekly) – 1.5 hours
- Steering Committee Meeting – 1.5 hours
- Co-Director Meetings – 2 hours
- Co-Director Component Meeting – 1 hour
- One-to-one Meetings (biweekly) – 2 hour
- 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 for Co-Directors:

In order to be considered for a coordinator OR director position at SPACES, you must agree and adhere to the following conditions:

Conditions	2023-2024 Dates
UC San Diego Undergraduate enrolled in all 3 academic quarters	2023-2024 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, and Women's Center), or as a Residential Advisor (RA), or in a high-demand student leadership roles (e.g. chair/vice-chair of a student organization)	2023-2024 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 week during academic sessions per Student Life policies.	2023-2024 Academic Year
Attend All-Staff Orientation Meeting	May 18 2023 3:30-4:50pm (tentative)
Complete hiring paperwork with Student Life Human Resources.	TBD
SPACES End of the Year Celebration 2023	Spring Quarter Week 8 (tentative)
Participate in Job Shadowing (Week 5-8 of Spring Quarter): 2 hours/week	May 18-25, 2023
Participate in SPACES Co-Directors Retreat	September 2023
Participate in SPACES Co-Director Training and School Year Preparation	August 2023
Coordinate and participate in SPACES Board of Directors Retreat	TBD
Participate in SPACES All-Staff Summer Retreat	September 4-September 6, 2023 (tentative)
Attend SPACES All-Staff Training	September 6-8, 2023 (tentative)
Participate in Welcome Week planning and activities	September 18-September 22, 2023
Attend SPACES All-Staff Winter Retreat	TBD
Attend SPACES Weekly Steering Committee	Every Tuesday, 3:30-4:50PM
Attend SPACES Biweekly All-Staff Meetings	Every other Thursday, 3:30-4:50pm
Available to work: - Co-Directors: 15-19.5 hours/week - In addition to the dates required by all Co-Directors, SIAPS Co-Directors must also be available to work Summer Summit 2023 and Summer Summit 2024 (DATES TBA)	2023-2024 Academic Year