

Engaging Education (e²): Student Initiated Outreach and Retention Center for Student Engagement and Academic Excellence

University of California, Santa Cruz

Job Announcement

Position: e² chairperson

Start date: TBA

Location: e² center, UCSC campus

Hours: TBA

Compensation: BYA

Positions: 2

Organization Description:

The work of the center focuses on student initiated outreach and retention programs and the e² class, which collectively organize to improve the quality of, and access to higher education.

Position Description:

Under the general direction of the e² Board of Directors and the Organizing Director, the co-chairs will represent the Center to the UC community, the media, and the public at large; produce monthly reports to the Board of Directors; have signing authority and sign off on transactions with strict accordance to e² Board funding allocations in collaboration with Board of Directors, interns, and staff; train and otherwise prepare the chair-elect for the responsibilities of chairperson; serve on all Hiring Committees; ensure communication and representation of e² at all meetings of the SUA; ensure clear communication between e² and SUA in order to create a productive working partnership; work with the Organizing Director to plan, coordinate and conduct a Fall retreat with all BoD, staff, and Outreach & Retention Program coordinators; work with the Organizing Director to plan, coordinate, and conduct a Strategic Planning retreat for all BoD; ensure that Strategic Planning goal for the year is accomplished; mentor and ensure sharing of information; facilitate and ensure communication between all e² elements (i.e. staff, Board, program coordinators); ensure that all deadlines for all funds are set; meet weekly with SOAR Director and Organizing Director; review budget monthly for accuracy; ensure timely production and submittal of all required reports; Serve on University committees as requested (average 1-2 per year); ensure communication with ESOC.

CARE Council

Ensure that the Council abides by its constitution and established policies; develop agendas and facilitate C.A.R.E Council meetings (at least once a quarter); meet more than once a quarter which will include Funding meetings and debriefing of process; work with the Director Representative to ensure that the Director Representative fulfills their duties; continue to develop current guidelines and constitution; develop funding and allocation guidelines and procedures; have sole signing authority over CARE Council funds; conduct sign off on transactions with strict accordance to CARE Council funding allocations; conduct and facilitate meetings with all Resource Center Directors at least twice a year. Be critical of Resource Center Directors and their role to in the committee and being mindful that it is a student committee.

Student Initiated Outreach

Develop agendas and facilitate all meetings of the SIOC in accordance with set funding cycle deadlines; ensure that the SIOC abides by established guidelines; have sole signing authority over State and CARE funds; conduct and sign off on transactions with strict accordance to SIOC funding allocations; work with SIO coordinators to develop and implement efficient assessment and evaluation techniques; work with Organizing Director to ensure that all quarterly reports and annual evaluations are completed by the SIO programs; work with the Organizing Director to ensure that the annual SAPEP and Chancellor Report are completed and turned in; advocate for secure funds for SIO programming both on campus and at the Statewide level; participate in and

develop the UC-wide SIO Coalition (this includes conference calls, quarterly meetings, and annual retreats). Create goals in the beginning of the year and transitioning with previous Co-Chairs on how to create better relationships across campuses. Create a backwards timeline to ensure tasks are deliberated and completed.

Student Initiated Retention

Attend Ch.U.C.K. meetings as requested; work with Retention Coordinators to develop and implement efficient assessment and evaluation techniques for Retention programs; ensure effective communication between the Center and Ch.U.C.K. coordinators.

Staff

Supervise staff (participatory management style); create agendas for and facilitate staff meetings (either weekly or bi-weekly); check-in weekly with each staff position; establish and monitor all staff timetables for projects and activities; coordinate the staff to accomplish board objectives; ensure timely staff hires and transitions during Spring Quarter; work with the Organizing Director to ensure the transitioning of all staff.

Board of Directors

Ensure that all seats of the Board are filled by end of Spring quarter for the next academic school year; work with the Board to ensure that e² abides by its constitution and established policies; develop monthly agendas for all meetings of the Board; act as facilitator and advisor during all monthly meetings of the Board; arrange and facilitate additional Board meetings as necessary; plan and conduct Board retreats as needed; check-in weekly or bi-weekly with each BoD member.

Qualifications:

Minimum of one year's experience and demonstrated dedication in support of e² Outreach and Retention programs; demonstrate experience or knowledge of different aspects of e² structure and Center; be a current member of an active registered student organization that conducts student initiated outreach and retention programming; demonstrate leadership experience (mentoring, fostering leadership, community building); knowledge of issues within the community; ability to communicate effectively and respectfully with diverse groups and individuals at various levels within the organization; ability to work independently as well as a member of a team; exercise good judgment, particularly with sensitive or confidential matters; facilitate effectively; conflict manage; time management skills; and ability to manage student organization budgets.

Required Qualification: Already taken the e² Class; must have sat on e²'s Board of Directors for at least one year. May not be a coordinator for a Student Initiated Outreach or Retention Coordinator while in the position.

Deadline:

Submit your completed Application by Friday, April 15, 2009 by 5:00pm to the e² office.

Engaging Education (e²): Student Initiated Outreach and Retention Center for Student Engagement and Academic Excellence

University of California, Santa Cruz

Job Announcement

Position: e² program coordinator

Start date: TBA

Location: e² center, UCSC campus

Hours: 10-17 hrs a week

Compensation: \$11.25

Positions: 2

Organization Description:

The work of the center focuses on student initiated outreach and retention programs and the e² class, which collectively organize to improve the quality of, and access to higher education.

Position Description:

Student position under the general direction of the e² Board of Directors and supervision of the co-chairs develop & implement sessions and co-curricular educational programs that promote critical thinking & dialogue, and reaffirm students' dedication to their education and communities; provide planning, business direction, logistical support, and implementation for creative and mentally stimulating events; assist in the coordination of campus-wide publicity and outreach; attend events to ensure that they run smoothly; conduct evaluations after all programming events; help develop and coordinate larger e² campaigns; responsible for annual and e² traditional events (i.e. Speaker Blowout, Open House, Database Olympics, etc.) and implementing new events that address current issues; coordinate getting feedback and involvement from the community to ensure programs are reflective of the communities needs; responsible for organization of outside outreach; create & maintain a resource binder to be referenced by future programming coordinators; work closely with the Webmaster to update and maintain Programming portion of the e² website; manage small budgets; produce monthly staff reports; produce quarterly evaluations; mentor and ensure sharing of information; facilitate interns as needed; facilitate the programming committee of the board as needed; attend monthly Board of Directors meetings and provide staff support.

Qualifications:

Completion of e² Class, otherwise, it is required that the staff take the e² class in at least one of the academic quarters it is offered (space in ones academic schedules must be made to accommodate class days and times, however acceptance into the class is not guaranteed); communicate effectively and respectfully with diverse groups and individuals at various levels within the organization; facilitation skills; time management skills; ability to do backward timelines & strategy charts; basic understanding of budgets; experience planning larger events; work independently as well as a member of a team; exercise good judgment, particularly with sensitive or confidential matters.

Required Qualification: May not be a coordinator for a Student Initiated Outreach or Retention Coordinator while in the position. Demonstrate experience in retention and/or outreach programming and be a current member of an active registered student organization that conducts student initiated outreach and retention programming.

Deadline:

Submit your completed Application by Friday, May 1, 2009 by 5:00pm to the e² office.

Engaging Education (e²): Student Initiated Outreach and Retention Center for Student Engagement and Academic Excellence

University of California, Santa Cruz

Job Announcement

Position: e² office manager

Start date: TBA

Location: e2 center, UCSC campus

Hours: 10-15 hrs a week

Compensation: \$11.25

Positions: 2

Organization Description:

The work of the center focuses on student initiated outreach and retention programs and the e² class, which collectively organize to improve the quality and access to higher education.

Position Description:

Student position under the general direction of the e² Board of Director and supervision of the e² Co-Chairs work and distribute minutes; provide background information and follow up on issues requiring administrative action; develop administrative procedures; answer the telephone and serve as frontline staff; maintain room reservations; establish and oversee maintenance of center and office supplies and resources; design and maintain databases, train staff and volunteers who to database program cards; filing systems, and records; manage correspondence and draft replies as appropriate; facilitate computer/technology equipment/web maintenance; have basic computer skills; familiarity with MAC OS10, Windows; assist on e² strategic planning goals and furthering the e² Mission & Vision; mentor and ensure sharing of information; produce monthly reports; produce quarterly evaluations; manage small budgets; attend monthly Board of Director meetings and provide staff support for all programs.

Qualifications:

Completion of e² Class, otherwise, it is required that the staff take the e² class in at least one of the academic quarters it is offered (space in ones academic schedules must be made to accommodate class days and times, however acceptance into the class is not guaranteed); organizational skills; time management skills; communicate effectively and respectfully with diverse groups and individuals at various levels within the organization; work independently as well as a member of a team; exercise good judgment, particularly with sensitive and confidential matters.

Required Qualification: May not be a coordinator for a Student Initiated Outreach or Retention Coordinator while in the position. Demonstrate experience in retention and/or outreach programming and be a current member of an active registered student organization that conducts student initiated outreach and retention programming.

Deadline:

Submit your completed Application by Friday, April 15, 2011 by 5:00pm to the e² office.

Engaging Education (e²): Student Initiated Outreach and Retention Center for Student Engagement and Academic Excellence

University of California, Santa Cruz

Job Announcement

Position: e² class coordinator

Start date: TBA

Location: e2 center, UCSC campus

Hours: 10-17

Compensation: \$11.25

Positions: 2

Organization Description:

The work of the center focuses on student initiated outreach and retention programs and the e² class, which collectively organize to improve the quality and access to higher education.

Position Description:

Student position under the general direction of the e² Board of Directors and supervision of the e² Co-Chairs design and develop class syllabus; in fall quarter work on outreach to diverse community spaces for input when developing/updating the curriculum; compile key readings in a quarterly reader; prepare weekly readings and coursework; design and create midterms; find faculty member(s) to sponsor credit for the class; communicate with faculty sponsor(s); in winter/spring quarter facilitate all class meetings and sections; practice/implement non-traditional forms of learning (pedagogy); write evaluations and give grades; check-in with students one-on-one to develop an atmosphere of trust and growth; accessibility to students with office hours; introduce students to the e² center and staff; manage small budgets; help develop and brainstorm final projects expanding on BoD objectives and goals and e² Mission & Vision for enrolled students; advocate for ethnic studies by bridging student activism and reclaiming our education; promotes critical consciousness inside and outside of the class; internship supervision; produce monthly reports; produce quarterly evaluations; create packet and/or binder about their position for future class coordinator; attend monthly Board of Directors meetings.

Qualifications:

Applicants are required to be a past student of the e² class. Must be able to be in attendance the entirety of the school year to fulfill all job requirements. Must demonstrate strong facilitation skills and familiarity with the class materials; can communicate effectively and respectfully with diverse groups and individuals at various levels within the organization; work independently as well as a member of a team; exercise good judgment, particularly with sensitive and confidential matters; time management skills. Attend a facilitation workshop, attend a conflict resolution workshop. Have a strong and confident feel for political education; have a strong understanding of political education topics addressed in the class, be able to confidently facilitate critical dialogues around these issues/concepts.

Required Qualification: A student in the e² class in the past year. May not be a coordinator for a Student Initiated Outreach or Retention Coordinator while in the position. Demonstrate experience in retention and/or outreach programming and be a current member of an active registered student organization that conducts student initiated outreach and retention programming.

Deadline:

Submit your completed Application by Friday, April 15, 2011 by 5:00pm to the e² office.

Engaging Education (e²): Student Initiated Outreach and Retention Center for Student Engagement and Academic Excellence

University of California, Santa Cruz

Job Announcement

Position: e² technical & publicity coordinator

Start date: TBA

Location: e² center, UCSC campus

Hours: 10-15

Compensation: \$11.25

Positions: 1

Organization Description:

The work of the center focuses on student initiated outreach and retention programs and the e² class, which collectively organize to improve the quality of, and access to higher education.

Position Description:

Student position under the general direction of the e² Board of Directors and supervision of the Co-chairs the Webmaster will be responsible for the ongoing conceptualization, design, organization and detailed implementation of e² web presence. Attend e² staff meetings. Develop an interactive web presence for e²'s, its organizations' affiliates, and committees. Website and online evaluation development, coding, testing and documentation: must use HTML (including advanced HTML and JavaScript), Web editors, image editors, and vector graphics programs, to develop and maintain the entire web presence. Upload agenda, minutes and budgets within timely manner. Create original and striking graphical elements and periodically update the overall design; extensively test the user interface in all browsers and platforms; evaluate third-party applications. Work with SIO/Retention coordinators on program web pages. The Webmaster will also be in charge of the development of interactive web-based educational and outreach materials and will produce a manual on how to maintain the website. Create monthly reports for the e² Board of Directors produce quarterly evaluations. Create compelling visual communications for e², retention, and outreach events. Prepare and maintain an e² Web Developer Binder. Coordinate with programs to document outreach/retention programs and/or events and upload pictures to website; provide assistance to Office Managers in creating and maintaining database systems; create surveys for e² as requested; hardware maintenance of all office equipment; run computer/equipment upgrades and purchase software as needed. And, perform other e²-related duties. Provide technical support for the center.

Qualifications:

Completion of e² Class, otherwise, it is required that the e² Class be taken before during the first full quarter of employment; Qualifications Include (with or without accommodation): Minimum 1 year of experience in HTML coding, running a server, creating exceptional web graphics and participating in the design, process, with professional/proven examples; proficiency in HTML, (W3C standards: CSS, JavaScript and Java), Photoshop, Illustrator, Indesign, and/or Freehand, and Flash and similar formats; experience with technical issues concerning World Wide Web servers very strong visual and conceptual skills; excellent writing, editing and proofreading skills; detail-oriented; strong technical foundation in the Internet, and Web-based content publishing, and production; an understanding of marketing concepts on the Internet; thorough knowledge of design, functionality and security issues associated with various browsers and platforms; basic knowledge of

FileMaker, or similar open-source database back end; thorough familiarity with graphics hardware, including film and, digital cameras, etc., and their interface with the Mac OSX; familiarity with DOS and Windows (98, NT/2000, etc.) systems. The abilities to: take layered files and split and otherwise optimize for web use; full understanding of how to utilize layers, includes and Cascading Style Sheets; experience with Flash Action Script; design and code pages to achieve uniformity across platforms to overcome browser-specific anomalies; work in a professional manner with access to confidential data; closely follow and rapidly adapt to new developments in technology. The abilities to: Communicate effectively and respectfully with diverse groups and individuals at various levels within the organization; work independently as well as a member of a team; and, exercise good judgment, particularly with sensitive or confidential matters.

Required Qualification: May not be a coordinator for a Student Initiated Outreach or Retention Coordinator while in the position. Demonstrate experience in retention and/or outreach programming and be a current member of an active registered student organization that conducts student initiated outreach and retention programming.

Deadline:

Submit your completed Application by Friday, April 15, 2011 by 5:00pm to the e² office.

Engaging Education (e²): Student Initiated Outreach and Retention Center for Student Engagement and Academic Excellence

University of California, Santa Cruz

Job Announcement

Position: e² summer team member

Start date: TBA

Location: e² center, UCSC campus

Hours: TBA

Compensation: \$11.25

Positions: TBD

Organization Description:

The work of the center focuses on student initiated outreach and retention programs and the e² class, which collectively organize to improve the quality of, and access to higher education.

Position Description:

Student position under the general direction of the e² Board of Directors and supervision of the Co-Chairs to develop programs established by the board of directors such as: update alumni database; OPERS Fall Festival; staff transition/training; summer Board Orientation retreat; coordinate Frosh/Transfer college packets; update ChUCK library; office clean up/set up for Fall quarter opening; update all funding proposals and evaluations; and other tasks as assigned by the e² Board of Directors. Provide planning, business direction; assist in the development of campus-wide publicity and outreach for Fall quarter; mentor and ensure sharing of information by creating an end of the summer report to be presented to the Board; space development; outreach and retention development; budgets; infrastructure; and research skills.

One of the staff positions will be dedicated to the development of e²'s youth program Liberating Individuals, Fostering Though in Education & Diversity (L.I.F.T.E.D.) pending approval by the e² Board of Directors; draft program proposal to be reviewed by the e² Board of Directors; implement program by outreaching for youth participants working with community based organizations and alumni; monitor budgets; contact workshop facilitators; recruit volunteers for the program; submit annual evaluation and program assessment to the e² Board of Directors.

Qualifications:

Can communicate effectively and respectfully with diverse groups and individuals at various levels within the organization; facilitation skills; time management skills; ability to do backward timelines; basic understanding of budgets; work independently as well as a member of a team; exercise good judgment, particularly with sensitive or confidential matters.

Strongly Recommended: Experience in retention and/or outreach programming and be a current member of an active registered student organization that conducts student initiated outreach and retention programming.

Deadline:

Submit your completed Application by Friday, April 15, 2011 by 5:00pm to the e² office.