

## CSI – TCLI Mentor Coordinator / STDT 4

---

### OVERVIEW

The Triton Community Leadership Institute is a yearlong program launched with an overnight retreat offered in summer to new UC San Diego freshmen students who are primarily first-generation and/or underrepresented students. This four-day, three-night residential experience provides students an opportunity to build connections and relationships with one another, learn about campus resources and involvement opportunities, and learn about social justice theory and practice. Following the institute, monthly events, individual meetings, and small group gatherings will be offered throughout the academic year to keep students connected as a cohort and to extend learning.

#### TCLI Student Staff Positions:

- TCLI Mentors – Twelve continuing undergraduate students will lead a group of 10 participants in residence throughout the duration of the program. TCLI Mentors will work for the duration of the summer program and will continue through the upcoming academic school year.
- TCLI Mentor Coordinators – Two continuing undergraduate students will serve as a resource to the TCLI Mentors. They will assist the Program Coordinator in the planning, coordination, and delivery of the program. TCLI Mentor Coordinators will work for the duration of the program and will continue through the upcoming academic school year.

#### Duties and responsibilities include:

- Serve as the Co-Lead for the TCLI Mentors providing guidance, support, and referrals throughout the year.
- Assist Program Coordinator with the planning, coordination, and delivery of the program;
- Collaborate with the TCLI Mentors to ensure their active learning, enjoyment, and safety of program participants;
- Meet and maintain communication with the Program Coordinator and TCLI Mentors throughout the academic school year to assess staff and participant needs and provide updates, referrals, and support;
- Meet with TCLI Mentors to provide individual support and referrals, three times per quarter;
- Co-facilitate bi-weekly TCLI Mentor meetings with the Program Coordinator throughout the academic school year, held on Wednesdays of even weeks from 4:00 to 5:30 PM;
- Collaborate with the Program Coordinator to plan the TCLI Staff Retreat;
- Assist with the marketing, recruitment, and selection of program participants;
- Assist with the set-up, participant check-in, and delivery of all general aspects of the program;
- Facilitate ice breakers, team builders, and general activities;
- Facilitate group activities and discussions in relation to diversity and social justice issues including but not limited to: race, ethnicity, gender, sexual orientation, religious, and class background;
- Conduct the planning and coordination of TCLI Fridays throughout the academic school year, held on the first Friday of every month;
- Oversee the marketing and communication with the program participants throughout the academic school year to publicize opportunities and encourage involvement;
- Assist the Program Coordinator in ensuring the health and safety of participants on a day-to-day basis. Oversee the residential component during the summer residential component. Must be on call in case of emergencies;
- Maintain and enforce program rules and UC San Diego policy and procedures;
- Assist with the recruitment and selection of TCLI Mentors for the following academic year;
- Prepare and organize program supplies and materials;
- Participate in the program and learning outcome assessment. Compile assessment and feedback from staff and program participants;
- Serve as a positive role model and UC San Diego representative including language, appearance, and manner;
- Provides support to the Program Coordinator and the Center for Student Involvement staff with special projects, as needed.

### EMPLOYER

UCSD (Associated Students / Graduate Student Association / Guardian / Student Life)

## QUALIFICATIONS

Commitment	Dates
Available to attend the CSI – C&L Student Staff Orientation	March 12, 2019; 5:00-8:00 PM
Available to attend the TCLI Staff Mixer	March 13, 2019; 4:00-5:30 PM
Available to work 4-5 hours per week for program planning	April 1, 2019 – June 7, 2019;
Available to attend bi-weekly C&L Spring Seminars	April 1, 2019 – June 7, 2019; Odd week Wednesdays, 4:00-5:30 PM
Available to work approximately 20-40 hours per week	Mentors: July 15 – August 2, 2019 Mentor Coordinators: June 17 – August 9, 2019*
Available to attend the TCLI Staff Retreat	July 15, 2019; 8:00-4:30 PM
Available to participate in TCLI Staff Training	July 16 – July 28, 2019; 10:00-3:00 PM
Available to be fully present and reside in the residence halls overnight for the duration of the program	July 29 – August 1, 2019;
Continuing undergraduate student available to conduct follow-up activities, 6-8 hours/week	September 23, 2019 – June 7, 2020
Available to attend the CSI Orientation & Student Staff Mixer	September 24, 2019; 10:00-3:00 PM
Available to attend monthly TCLI Fridays	2019-2020 Academic School Year; First Friday of every month
Available to attend bi-weekly Staff meetings	September 23, 2019 – June 7, 2020 Even week Wednesdays, 4:00-5:30 PM

- Demonstrate a level of understanding of social justice in relation to equity, diversity, and inclusion;
- Excellent public speaking and interpersonal skills, with the ability to communicate effectively in one-to-one and group settings;
- Proven experience working cooperatively as part of a team;
- Ability to organize and manage multiple projects;
- Ability to maintain confidentiality with highly-sensitive information;
- Demonstrate self-awareness of their knowledge and skills and refer students to the appropriate resources;
- Ability to work collaboratively with students, faculty, staff, and the wider communities which the university serves;
- Ability to maintain accountability amongst peers;
- Ability to analyze and problem-solve by assessing situations and recommending solutions;
- Demonstrated experience in planning, developing, and administering events / programs;
- Ability to facilitate group activities and discussions in relation to leadership and social justice topics including but not limited to: race, ethnicity, gender, sexual orientation, religious, and class background;
- Demonstrate a level of awareness and sensitivity to the needs of different communities especially those from underrepresented and underserved backgrounds;
- Prior/current experience serving a paid mentor for a year-long program is highly preferred;
- Prior/current experience with leadership and social justice programs or summer programs is highly preferred.

**\*\*Must pay UC student services fees through Spring Quarter 2020\*\***

If hired, you will be required to provide documentation to support your eligibility and identity. Ideally this will be a passport or a combination of a driver's license and social security card.

## POSITION TYPE

On-Campus: Work-Study not required but may be used

## DURATION

March 11, 2019 – June 7, 2020

## SALARY LEVEL:

\$13.00 /hr + room/meals: July 27, 2019 – August 1, 2019; value \$49.00/day

*(Please note: housing is only provided through July 27 – August 1, 2019. Students selected for employment will need to provide their own housing throughout the summer and school year)*

## HOW TO APPLY

Submit TYPED hard copies of application materials by **noon (12:00pm) on Monday, January 28, 2019** to Frida Alvear (office located within CSI on the 3rd Floor of Price Center East):

- Complete the **TCLI Staff Application** available on <http://ccl.ucsd.edu> (Please download this file and use Microsoft Word to fill out the form. Do not use Google Chrome or Google Docs to complete this application. Handwritten applications will not be accepted.)
- A copy of your current **resume**

**Select applicants will be invited to participate in an individual interview, which will take place during January 30<sup>th</sup> to February 14<sup>th</sup> (Weeks 4-6) and the group interview on Tuesday, February 19<sup>th</sup> from 5:00-7:00 PM**

**For more information, contact: Frida Pineda Alvear | 858-822-2090 | [falvear@ucsd.edu](mailto:falvear@ucsd.edu)**