



engaging education (e²)

Student Initiated Outreach and Retention Center
for Student Engagement and Academic
Excellence
University of California, Santa Cruz

Job Announcement

Position: e-Community Unified Student
Network (CUSN) Lead Retention
Coordinator Start date: Summer 2024
Location: e-center, UCSC
campus Hours: TBD- 450 hours
for the year
Compensation: BYA- \$18/hr
Positions: 1

Organization Description:

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

Position Description:

Community Unified Student Network (CUSN) is the retention program for the Asian-American/Pacific Islander (AA/PI) community that focuses on addressing the different factors that impact students' academic success in higher education and developing programs to increase retention. CUSN offers AA/PI students opportunities to become involved in the community, resources to enhance academic performance and success and a venue in which to create student networks. CUSN is dedicated to creating a safe space for academic excellence and leadership development by building long and lasting communities diverse of AA/PI students.

Qualifications:

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; ability to incorporate a variety of ideas and feedback into events; work independently as well as a member of a team; exercise good judgment, particularly with sensitive or confidential matters.

Required Qualification: May not take on another leadership role or responsibility that takes a substantial time for example, coordinating a outreach or retention program, while in the position; must be able to be in attendance the entirety of the school year to fulfill all job requirements; 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, must remain on good academic standing throughout term and will have grade checks quarterly.

Program Responsibilities:

The role of CUSN Lead Coordinator projects and tasks are agreed upon with the CUSN SOAR Advisor and under the general direction of e2 Board of Directors (BoD). The CUSN Lead Coordinator will meet weekly with their SOAR Advisor and will lead all organizational requirements for CUSN. The CUSN Lead Coordinator will also meet consistently with the ChUCK Team and e2 Co-Chairs and Program Organizer as needed. Together, they will work to create a productive working partnership.

The CUSN Lead Coordinator will be the Primary Authorized Representative for CUSN including having

signing authority on events, projects and transactions consistent and in accordance with CUSN funding. The CUSN Lead Coordinator will:

- Produce social, cultural and educational programs and activities aimed at increasing academic success including assessment and evaluations on the programs
- Research retention studies and programs at other universities and produce written reports that would retain the Asian-American/Pacific Islander (AA/PI) community at UCSC
- Produce and conduct survey(s) to gather information from the community the retention program serves including one page statistical report on the needs expressed
- Work collectively with ChUCK to understand the impact for communities of colors in Higher Education and create resources and support systems for communities of colors
- Represent retention program on Engaging Education (e²) Board of Directors and corresponding committees
- Host regular weekly office hours via in person or via zoom
- Develop skills in student initiated retention programming including team building, consensus building, time management, meeting facilitation, conflict mediation, democratic budgeting practices and principles and advocacy.

Leadership Description:

The CUSN Lead Coordinator will experience developing and planning programs and large-scale events while incorporating a variety of ideas and feedback, which may include managing a budget and establishing clear timelines from start to completion. Additionally, they will experience working collaboratively with people from diverse ethnic, cultural, gender identity and expression, and socioeconomic backgrounds. The CUSN Lead Coordinator will also engage in collective and individual work to complete tasks and meet deadlines, including exercising good judgment and initiative. This will be reviewed in the ChUCK weekly meeting and 1:1 with mentors.

Applications include:

- Cover letter and resume
- engaging education Job Application Packet + Short Answer Questions
- 2 Strong References (names, phone, and emails to serve as references regarding abilities [Not letters of Recommendations])
- Current class, finals, summer, and fall schedule of availability

Deadline: Submit your completed application by Monday, May 6, 2024 by 11:59 p.m.