CSI – TCLI Mentor Coordinator / STDT 3

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 three-day, two-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 a positive role model and UC San Diego representative including language, appearance, and manner;
• Conduct the marketing, recruitment, and selection of program participants;
• Assist Program Coordinator with the planning, coordination, and delivery of the program;
• Participate in the recruitment and selection of TCLI Mentors;
• 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 provide updates, referrals, and support;
• Co-facilitate bi-weekly TCLI Mentor meetings with the Program Coordinator throughout the academic school year, held on Wednesdays of even weeks from 4:00pm to 5:30pm;
• 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;
• Meet with students to provide individual support and referrals, three times per quarter;
• Maintain communication with the program participants throughout the academic school year to ensure program involvement;
• Maintain and enforce program rules and UCSD policy and procedures;
• Assist the Program Coordinator in ensuring the health and safety of participants on a day-to-day basis. Must be on call in case of emergencies;
• Prepare and organize program supplies and materials;
• Participate in the program and learning outcome assessment. Compile assessment and feedback from staff and program participants;
• Provides support to the Program Coordinator and the Center for Student Involvement staff with special projects, as needed.
**QUALIFICATIONS**

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<tr>
<th>Commitment</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Available to attend the TCLI Staff Orientation</td>
<td>March 14, 2017; 5:00pm-7:00pm</td>
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<td>Available to attend the TCLI Staff Mixer</td>
<td>March 15, 2017; 4:00pm-5:30pm</td>
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<td>Available to work 5-6 hours per week for program planning</td>
<td>April 3, 2017 – June 9, 2017</td>
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<td>Available to attend bi-weekly Spring Seminars</td>
<td>April 3, 2017 – June 9, 2017; Odd week Wednesdays, 4:00pm-5:30pm</td>
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<tr>
<td>Available to attend the TCLI Mentor Retreat</td>
<td>July 17, 2017; 8:00am-4:30pm</td>
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<td>Available to work approximately 20-40 hours per week</td>
<td>July 3-August 11, 2017</td>
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<td>Available to be fully present and reside in the residence halls overnight for the duration of the program</td>
<td>August 2-4, 2017</td>
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<td>Continuing undergraduate student available to work 6-8 hours per week to conduct follow-up activities and provide ongoing support for TCLI Mentors and Participants</td>
<td>September 25, 2017 – June 8, 2018</td>
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<tr>
<td>Available to attend monthly First Gen Fridays</td>
<td>2017-2018 Academic School Year; First Friday of every month</td>
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<tr>
<td>Available to attend bi-weekly Staff meetings</td>
<td>2017-2018 Academic School Year; Even week Wednesdays, 4:00pm-5:30pm</td>
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- Excellent public speaking and interpersonal skills, with the ability to communicate effectively in one-to-one and group settings;
- Punctual, responsible, and professional demeanor;
- Experience working cooperatively as part of a team;
- 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 2018**

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 13, 2017 – June 8, 2018

**SALARY LEVEL:** $12.00/hr + room/meals August 1 – August 4, 2017: value $47.00/day
(Please note: housing is only provided through August 1 – August 4, 2017. 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 Friday, February 24, 2017 to Frida Alvear (located within CSI on the 3rd Floor of Price Center East):

- Complete the TCLI Staff Application available on http://ccl.ucsd.edu (Please use MS Word to fill out the form)
- Create a Suite Meeting and/or Training Lesson Plan
  - Mentor Applicants: Create a Suite Meeting Lesson Plan for a one-hour suite meeting with ten incoming freshmen students addressing one or more of the following topics: identity, power and privilege, and/or social justice.
  - Mentor Coordinator Applicants: Create a Training Lesson Plan for a one-hour workshop with twelve mentors focused on developing relationships amongst the staff while incorporating topics on identity, power and privilege, and/or social justice.
  - Please include details such as time distribution, facilitation notes, activity instructions, purpose and outcomes, discussion questions, and materials needed. Minimum Length: 1-1.5 pages
  - If you are applying to both positions, please submit lesson plans for both prompts.
- A copy of your current resume

Select applicants will be invited to participate in an individual interview, which will take place February 27th – March 10th (Weeks 8 & 9), and the group interview, which will take place on March 8th from 5:00 – 7:00 pm.