



## “ESC RESTRUCTURE”

**Sponsor:** AS VP for Diversity, Erick Yanzon

**Persons of Contact:** AS VP for Diversity, Erick Yanzon and ESC Co-Program Coordinator, Moya Lojewski

### **Background and Context:**

The Ethnic Student Center staff has gone through multiple changes from the past four years. In 2015, the ESC had two student staff positions: Program Support Coordinator and Marketing and Outreach Coordinator, which was then changed to the Internal Coordinator and Cultural Education Coordinator, which was done to reassess the needs of the center. Consequently in 2016, two student positions were added: Assistant Coordinator for Club Events and Assistant Coordinator for Marketing. These changes were made by the ESC Manager at the time. However, the year the two new Assistant Coordinator positions were added, and the ESC Manager title changed to the Assistant Director of ESC, there were no staff members who stayed to implement the change that was made. The ESC has had multiple staff turnover for the past four years, which has become an apparent challenge to the ESC.

### **Current Student Staff Structure/Main Duties:**

#### ESC Internal Coordinator

- Sit on AS Management Council
- Help supervise the ESC Office Assistants
- Lead the direction of ESC Lobby Day
- Oversee office and space in the ESC

#### ESC Cultural Education Coordinator

- Sit on ESC President’s Council
- Organize ESC programming, events
- Collaborate with CEED, Justice Speaks, ROP, etc.
- In charge of Programming budget FXXEPR

#### ESC Assistant Coordinator for Club Events

- Sit on ESC Steering Committee
- Assist with ESC club events logistics
- Help lead Building Unity /ESC Retreats
- Work with ESC Program Coordinator with supporting clubs

#### ESC Assistant Coordinator for Marketing

- Publicity and Marketing for all ESC events and club events
- Manage and send ESC newsletters
- Creating ESC publicity and promotional items

### **Proposed New Structure:**

ESC Advocacy Director (4 quarter position)

- Sit on AS Management Council
- Sit on ESC President's Council
- Help supervise the ESC Office Assistants
- Lead the direction of ESC Lobby Day and other advocacy efforts for the ESC community
- Oversee office and space in the ESC
- Work closely with ROP and AS VP for Diversity to lead the Underrepresented Student Council
- Be part of the ESC Conference Committee

ESC Assistant Director for Club Logistics (3 quarter position)

- Chair ESC Steering Committee
- Assist with ESC club events logistics
- Help lead Building Unity/ESC Retreats
- Work with ESC Program Coordinator with supporting clubs
- Serve as a financial information resource for ESC clubs
- Take on the work of the current AS Club Business Director duties under Steering
- Create assessment tools for ESC club events

ESC Cultural Education Coordinator (3 quarter position with summer planning hours)

- ~~Sit on ESC President's Council~~
- Organize ESC programming, events
- Collaborate with CEED, Justice Speaks, ROP, etc.
- In charge of Programming budget FXXEPR

ESC Marketing and Outreach Coordinator (3 quarter position)

- Publicity and Marketing for all ESC events and club events
- Manage and send ESC newsletters
- Creating ESC publicity and promotional items
- Create outreach efforts, and work with SOS to outreach first year students

### **IMPORTANT NOTES:**

- ESC President's Council and ESC Steering Committee is also currently going through a restructure, therefore the appointment of positions to those committees is as it stands.
- The full-time staff positions are also currently being restructured, and the reportage of the student staff and office assistants will also rely from this change
- The current staff structure (full time staff, student staff, work study) of the ESC is not in line with how the offices to the new Multicultural Center are set for.

### **Rationale**

These changes to the student staff positions were made because it is currently not in consistent with how positions in other offices within the AS are structured. These changes are made equitably, and is aligned with the AS Personnel Policy. Additionally, we wanted to create a space where the ESC can become both an advocacy AND programming office who will represent the needs of the underrepresented ethnic students it serves.

As the full time staff positions are being restructured, the Assistant Director position and the Program Coordinator positions as it currently stands, will *likely* become both a “Coordinator Level” position. Therefore part of the salary of the Assistant Director position can be moved to the increase of the student staff positions. (Currently working with Raquel to match these numbers).