

## General Information

<b>Job Description</b>	STDT LIFE DEV SPEC 3	<b>Working Title</b>	Basic Needs Coordinator
<b>Job Code</b>	004564	<b>Grade</b>	19
<b>Department Name</b>	Student Basic Needs - D02082	<b>Department Head</b>	Sesley Lewis
<b>Supervisor</b>	Sesley Lewis	<b>Effective Date</b>	

## Position(s) Directly Supervised

Job Code	Title	FTE
004922	STDT 1	4.9

## Generic Scope

Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions.

## Custom Scope

Using knowledge and skills as a seasoned, experienced Student Services professional, performs the full range of duties and responsibilities within a Student Life specialization. Assesses situations and determines appropriate action or referral. Works independently under general supervision to provide information and interpretation of complex policies, procedures and regulations. Identifies and responds to student needs for programs, services, and crisis intervention.

## Department Custom Scope

Under the general supervision of the Student Basic Needs Director, the Basic Needs (BN) Coordinator has the functional responsibility for the campus-wide planning, outreach, coordination, implementation and evaluation of student basic needs efforts. The Basic Needs Coordinator develops and maintains relationships with campus and community partners, in an effort to provide comprehensive cohesive services, information, and programs to UCR students in the area of basic needs security. The Basic Needs Coordinator supervises graduate and undergraduate student staff and provides oversight for UCR's progress toward strategic campus and system-wide goals. The BN Coordinator plans, implements, and evaluates programs, trainings, and informational sessions in collaboration with campus and community partners, and makes recommendations for new and existing programs through facilitation of presentation and workshops. The incumbent will have the critical duty of enhancing (creating) partnerships that focus on (traditionally) underserved populations on campus, and helping those students feel comfortable seeking services, as well as working with academic partners to explain and communicate the services offered so that they can appropriately refer students to those services. The BN Coordinator leads the efforts and implementation of CalFresh (County Food Assistance) Outreach, including data and activity tracking, and program reporting. \*\*As a condition of employment, you will be required to comply with the University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. For new University of California employees, the applicable deadline is eight weeks after their first date of employment.

## Education & Experience Requirements

### Education Requirements

Degree	Requirement
Bachelor's degree in related area and/or equivalent experience/training.	Required
Master's degree.	Preferred
Masters degree in social work, public/community health, education, sociology, human services, or related field.	Preferred

### Experience Requirements

Experience	Requirement
4 - 7 years of related experience.	Required
Previous experience with food, housing, and/or crisis resource initiatives in higher education and/or community settings.	Preferred
Experience working with multiple stakeholders to develop a common vision and implementation plan.	Preferred
Experience advising, supervising, and leading a peer program or student organization.	Preferred
Experience in marketing of health or basic needs programs and campaigns.	Preferred
Experience supervising college student staff and/or professional staff.	Preferred

### License Requirements

License	Requirement
Valid CA Driver License	Preferred

## Certification Requirements

Certification	Requirement
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## Educational Condition Requirements

Condition	Requirement
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## Key Responsibilities

Description	% Time
<p>Develops and maintains relationships with internal and external organization stakeholders critical to program success.</p> <ul style="list-style-type: none"> <li>» Builds upon current partnerships to leverage support and enhance engagement across campus to support students, specifically those from [traditionally] underserved populations (i.e., African-American, Latino, 1st generation, student-parents, etc.). Develops and maintains relationships with community partners, including but not limited to the areas of social services, CalFresh enrollment, housing security, and food access. Coordinates basic needs programming, grocery support program, and CalFresh outreach efforts. Develops and maintains relationships with community partners, including but not limited to the areas of social services, CalFresh enrollment, and food access. Leads the day to day operations of the CalFresh Outreach Center.</li> </ul>	35
<p>Plans, implements, evaluates, and markets basic needs trainings, programs, and informational sessions in collaboration with campus and community partners.</p>	20
<p>Independently resolves moderate complex individual cases regarding student affairs or student life.</p> <ul style="list-style-type: none"> <li>» Meets with individual students experiencing a wide range of basic needs insecurity and access issues; builds rapport with a diverse set of students so that they feel comfortable accessing services; brings a sensitivity and acumen when discussing basic needs challenges with students; develops policies and procedures in collaboration with various departments to best meet the basic needs of individual students and the broader student population.</li> </ul>	10
<p>Provides recommendations, reports, and metrics on feasibility of new and current programs.</p>	10
<p>May supervise clerical and/or student staff.</p> <ul style="list-style-type: none"> <li>» Supervision to include student staff, and student volunteers.</li> </ul>	10

<b>Description</b>	<b>% Time</b>
Maintains and further develops outreach and communication tools, including the UCR Basic Needs website, open forums, and media response in partnership with campus Media Relations and Strategic Communications.	10
Other duties as assigned	5

## Knowledge, Skills & Abilities

Knowledge/Skill/Ability	Requirement
Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.	Required
Effective organizational skills.	Required
Ability to develop original ideas to solve problems.	Required
Knowledge of and experience with data collection, analysis, and reporting.	Required
Knowledge of basic needs security issues, particularly among college student populations	Required
Strong communication and collaboration skills; Ability to communicate effectively both verbally and in writing to a wide variety of stakeholders.	Required
Effective interpersonal skills to interact effectively with diverse client groups.	Required
Knowledge of issues of diversity, social justice, and challenges faced by under-served populations, particularly around basic needs security.	Required
Abilities in project management, problem identification and reasoning skills.	Required
Thorough knowledge of advising and counseling techniques.	Required
Strong knowledge of common University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.	Preferred
Thorough knowledge of Student Affairs/Student Life specialization.	Preferred
Knowledge of marketing of health or basic needs programs and campaigns.	Preferred

Knowledge/Skill/Ability	Requirement
Knowledge of ushering new initiatives and successfully navigating complex and sometimes ambiguous environments.	Preferred

**Special Requirements & Conditions**

Special Condition	Requirement
Willing to work some evenings and weekends, to accommodate events, programs, partner meetings, conferences, etc.	Required
Travel	Required

**Other Special Requirements & Conditions**

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**Level of Supervision Received**

General Supervision
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**Environment**

**Working Environment**

Campus
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# Other Requirements

## Items Used

- » Standard Office Equipment

## Physical Requirements

- » **Sit** : Constantly
- » **Walk** : Frequently
- » **Squat** : Occasionally
- » **Crawl** : N/A
- » **Stand** : Frequently
- » **Bend** : Occasionally
- » **Climb** : N/A

## Mental Requirements

- » **Perform Calculations** : Occasionally
- » **Communicate Orally** : Frequently
- » **Write** : Constantly
- » **Reason & Analyze** : Constantly
- » **Read/Comprehend** : Constantly

## Environmental Requirements

- » **Drives motorized equipment** : No
- » **Is exposed to marked changes in temperature and/or humidity** : No
- » **Dust** : No
- » **Fumes** : No
- » **Is around moving machinery** : No
- » **Works in confined quarters** : No
- » **Is exposed to excessive noise** : No

## Critical Position

Is Critical Position: Yes

### General Campus Information

**University of California, Riverside**  
900 University Ave.  
Riverside, CA 92521  
Tel: (951) 827-1012

[Career Opportunities](#) • [UCR Libraries](#)  
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### Department Information

**Human Resources**  
[1160 University Ave.](#)  
Riverside, CA 92521

Fax: (951) 827-6493  
E-mail: [jobshelp@ucr.edu](mailto:jobshelp@ucr.edu)

### Related Links

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[Diversity](#)  
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