SUMMARY OF JOB DUTIES AND RESPONSIBILITIES:

Directly supervised by the Associate Director of Residence Life at Arroyo Vista Housing, the AV Residence Life Student Assistant will work cooperatively with the Arroyo Vista Professional Staff during the academic year on various administrative tasks, social media account and marketing management, front desk assistance when needed, various Residence Life assigned projects as well as some programmatic support. Please review the job description for more detailed information.

Responsibilities

- Produces professional web and print Residence Life newsletters as needed per quarter
- Manages the AV Facebook page
- Assist with the organization and inventory of Residence Life supplies (which include but is not limited to the Residence Life closet, the emergency supply closets etc.)
- Assists with the student staff selection process which includes (but is not limited to) marketing of the various positions, assisting with interviews etc.
- Provides administrative support to the Residence Life Team as well as minimal support of the Arroyo Vista Housing’s front desk
- Assists with the planning of the AV Awards and Student Housing Banquet and other student staff recognition efforts.
- Assists with the AV Check in and check out process in the Fall and Spring quarters.
- Other duties as assigned

Requirements

- Must be a full-time, undergraduate student maintaining a minimum quarterly and cumulative GPA of 2.4
- Must stay in good disciplinary and financial standing with the University
- Must complete and pass a background check through UCIPD
- Commit 10-15 hours per week
- Outside involvements are limited to 10 hours/week

Employment Period

- As early as August 31, 2018 through June 18, 2019

Remuneration

- This paid position will receive $11.00 hourly with a maximum of 19.5 hours weekly.
- If the applicant requests; will receive non-paid housing in Arroyo Vista during the length of employment