Campus Village Housing Assistant Application

Thank you for expressing interest in serving as a Housing Assistant for the 2018-2019 academic year in Campus Village. This application will close on April 20th at 11:59pm (PST).

Please familiarize yourself with the job description below before continuing on to the application. Please note that at the end of the application, you will be asked to submit a resume via email to kathrh1@uci.edu. If you have any questions, please contact Kate Hsieh at kathrh1@uci.edu.

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Position Description

SUMMARY

The Housing Assistant (HA) serves as a graduate student residence liaison. For 2018-2019, 2 HA positions are available for Campus Village. The Housing Assistant is a student leadership position that is intended to develop positive relationships with graduate students. The following sections describe the expectations and requirements of the position. Students who are chosen for the position and who accept this responsibility are expected to commit wholeheartedly to each of these areas.

PURPOSE & GOALS

To provide resources for relevant housing and residence life issues and topics affecting graduate students at UC Irvine and graduate residents in Campus Village to develop partnerships with other graduate departments on campus and create cross-collaborations.

JOB SUMMARY

The Housing Assistant position addresses several aspects of the Campus Village Graduate Housing. The Housing Assistant’s purpose is to address the needs of graduate residents on an individual and community level with the intent of building and maintaining a safe and cohesive community. The main functions of the Housing Assistant are: create “community-based” graduate programming; address graduate resident relations issues; provide after-hours coverage for Campus Village Graduate Housing operations; communicate community issues to Campus Village graduate residents and provide immediate action and support in emergency situations.
Graduate Resident Relations: To address individual needs, the Housing Assistants perform the role of resource and support person. The resource/support role can include providing a range of information.

- Act as a liaison and advocate for graduate residents, maintaining and increasing awareness and sensitivity to the needs and living experience of the resident population.
- Develop outreach programs, and maintain a positive rapport with all graduate residents.
- Respond to and address individual issues appropriately with residents.
- Serve as a resource person concerning Campus Village, University, and community resources.
- Bring community issues and needs to the attention of management and actively initiate and participate in response efforts.
- Initiate appropriate action and report promptly to supervisor any individual or community situations that demand immediate attention or intervention.
- Provide local and campus resources.

Demonstrate sensitivity and promote understanding of the diversity of culture, lifestyle and background of community members.

Cluster Responsibilities: The Housing Assistant is initially assigned an area of approximately 24 apartments, totaling 48 residents. Within this assigned area, the Housing Assistant is responsible for posting flyers in laundry rooms/bulletin boards and reporting any problems or safety issues in their assigned areas. Assist at Move-In Day/Week to meet and help greet new graduate residents.

After-hours Response and Duty Coverage: On a rotational basis, between 2 Housing Assistants, the HA will provide dispatch and response duty. The hours of duty are: Monday - Thursday, 5 p.m. - 8 a.m.; Friday, 5 p.m. - Monday, 8 a.m. THIS INCLUDES ALL UNIVERSITY HOLIDAYS AND BREAKS. During University Holidays, duty coverage will be on a 24 hour basis. While on duty coverage, the Housing Assistant must remain in the Campus Village Community.

Duties include:
- Carry after-hours duty cell phone.
- Answer calls made to the after-hours duty cell phone and initiate appropriate action.
- Respond to calls related to maintenance issues. Submit work orders as necessary.
- Assess the severity of individual or community issues and initiate an appropriate response.
• On occasion, requests may be made to provide additional support outside of scheduled work hours.

Community Safety/Disaster Preparedness: In case of an emergency or disaster, the Housing Assistant is expected to respond. They are also responsible for communicating safety issues with residents through advertising and disaster preparedness events.

• Know disaster preparedness inventory and procedures. (Training will be provided.)
• Assist with any and all disasters that occur in the community.
• Assist with disaster preparedness programs.
• Assist with crowd management at the two fire drills that are scheduled in fall and spring.
• Be CPR/First Aid Certified/Fire Extinguisher Trained (Department will provide all training and certifications if needed).

Graduate Resident Community Building: Helping graduate residents feel that they are part of a community is an overall goal for the Housing Assistants. They achieve this goal by creating, implementing and staffing programs that address needs in the graduate community and providing social activities that bring groups together.

The Housing Assistants will plan and implement events and programs for the community.

• Assist the CV Student Development Coordinator with events for graduate residents.
• Develop additional programs based on the needs and interests of the graduate community.
• Plan and implement on-going graduate community events.

OVERALL ADMINISTRATION

• Participate in annual recruitment and selection process.

• Cultivate the formation and maintenance of productive, supportive, responsible staff relationships.

TRAINING

In addition to routine non-office hour duties and resident relations, the Housing Assistant is required to participate in the ongoing-job training. The program is designed to prepare the Housing Assistant team for their new position. Topics that will be covered during training include: community development, after-hour response and duty coverage, Campus Village
Housing Office procedures, emergency preparedness, conflict resolution, and customer service. Approximately 40 hours of training will be held during the month of December and January.

ELIGIBILITY REQUIREMENTS

All applicants must be:

- At least 18 years of age
- Full-time Graduate Student
- GPA Requirement is 2.4
- Must be a current Campus Village Graduate Resident with a 2018-2019 lease
- Able to provide proof of eligibility to work in United States
- Graduate students require department approval
- Employment is contingent upon successful background check
- No exceptions are permitted.
- Must be available for June Training from June 18 through June 24

QUALIFICATIONS

- Knowledge and awareness of cultural diversity issues. Exhibit sensitivity to other people’s cultures, values and feelings.
- Ability to interact positively, constructively and effectively with community, staff members and other Housing Assistants.
- Ability to initiate new contacts and encourage community input.
- Ability to identify problems and come to a reasonable solution.
- Ability to communicate ideas and opinions within a group setting.
- Ability to be dependable, prompt, manage time effectively, set priorities and take initiative.
- Ability to assess community needs and follow through with program planning.
- Ability to maintain confidentiality, and maintain professionalism.

EVALUATION
Each Housing Assistant is evaluated on a regular basis. Performance issues will be addressed promptly.

Monthly compensation will be $1056.72 monthly stipend paid on a bi-weekly basis for time of employment. Employment begins July 1, 2018 through June 30, 2019

Please continue on to the application below.