Campus Village Residence Life Assistant Application

Thank you for expressing interest in serving as a Residence Life Assistant for the 2018-2019 academic year in Campus Village. This application will close on April 20th.

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

WORKING TITLE: Residence Life Assistant
NAME OF DEPARTMENT: Student Housing
NAME OF SUPERVISOR: Kate Hsieh
TELEPHONE NUMBER: (949) 824-7491

EMPLOYMENT DATES: June 18, 2018 - June 14, 2019

Wages: $13.25/hour

Purpose: The Residence Life Assistant is responsible for administrative and clerical support to the Campus Village Team. This person must be prompt for assigned shifts, be able to work independently with little direction, and have a commitment to excellent customer service. Accuracy and attention to detail and ability to effectively communicate with outside agencies is necessary. Confidentiality is critical.

Duties:
• Spend extensive time assisting with marketing and outreach, and administrative support
• Work independently on various projects and task assigned
• Create various memos and letters
• Assist in the preparation of publicizing CV’s services and programs
• Network with University administrators and other departments across campus
• Act as a liaison between professional and student staff
• Maintain the Team calendar
• Assist in the creation and analysis of assessment endeavors
• Create budget spreadsheets, compile reports, and complete office filing
• Maintain bulletin board content in the Campus Village Community Center
• Organize and monitor CV give away items process & inventory
• Make mail runs to Housing Administrative Services
• Assist with CV move-in/outs

Requirements:
• Participate in all staff development, training sessions, meetings, and quarterly gatherings
• Full-time UCI student, with a minimum cumulative and quarterly 2.4 GPA for the employment period
• Proven leadership experience and customer service capabilities
• Accuracy and attention to detail
• Ability to work independently and with minimal direction
• Ability to maintain confidentiality
• Strong knowledge of social media and web design (not required)
• Be visible in the Campus Village Housing Office
• Excellent computer skills (i.e., Excel and Word, power point)
• Strong communication and customer service skills
• Ability to take initiative and be proactive
• Works well within a team, flexible, and has strong verbal and written communication skills
• Adhere to all Student Housing and University of California policies and procedures