Directly supervised by a Residence Life Coordinator, the Program Assistant (PA’s) is live-in student staff member who forms part of the Arroyo Vista Residence Life Team. **PA’s are paid $12.00 per hour to a maximum of 15 hours per week and receive guaranteed housing.** Training may begin by Tuesday, September 3, 2019 and you will be expected to fulfill job responsibilities until June 15, 2020. Primary responsibility is working with the Resident Advisor (RA) and Residence Life Coordinator, to assess the needs of a specific house(s) within the Arroyo Vista community and to assist in providing program support and services to address those needs. The following job description outlines the functions of the Program Assistant position.

**Community Development/Programming**
- Assist the Resident Advisor in the assessment, brainstorming, planning, development, implementation, and evaluation of house programs and activities.
- Assist the Residence Life Coordinator, who will have primary responsibility for planning and implementing three theme-related programs each quarter for the house.
- Support the academic success needs of the house by helping to insure that the house environment is conducive to study and that outside resources are provided such as campus resources and additional outside study space as needed.
- Coordinate a house newsletter to communicate programs and activities as well as to help foster an engaged community.
- Work cooperatively with the Residence Life team to create an environment that respects the rights of others and promotes consideration of individual needs within a house complex.

**Staff Development**
- Play an active role in the promotion and support of programs and activities provided by other student staff teams
- Participate in required staff activities

**Role Modeling/Resource and Referral**
- Display attitudes and behaviors which support the policies and philosophy of Housing and UCI.
- Maintain general awareness of campus programming services and resources and refer staff & students to these resources when appropriate.

**Policy and Procedure Awareness**
- Uphold and follow policies and procedures as outlined in the UCI Undergraduate Housing Handbook.
- Educate fellow student staff members and residents on these policies and guidelines when the need arises.

**Administration**
- Complete various administrative tasks accurately, completely, and promptly.
- Use strong organization skills to balance competing priorities.
- Check staff mailbox daily.

**Other Staff Responsibilities**
- Attend weekly staff meetings, Tuesdays 5:00-7:00pm throughout the academic year.
- Attend training, in-services, and staff retreats.
- Assist with opening and closing (i.e. move-in/move/out days)
- Communicate regularly with the Resident Advisor, Residence Life Coordinator, and house sponsor
- Demonstrate ability to work independently and with little supervision, as well as work in a team setting.
- Maintain professional working relationships with other student staff and professional staff members. Work to resolve concerns and/or conflicts with other staff. Discuss issues with Residence Life Coordinator when appropriate.
- Other duties as assigned.
**Academic Standards**
- Maintain full-time registration as an undergraduate (12 units).
- Enroll in no more than 20 academic units/quarter.
- Maintain a minimum 2.4 GPA (cumulative & quarterly).

**Outside Employment and Activities**
- Time commitments related to outside employment need to be discussed with the Residence Life Coordinator in advance. The first priority needs to be academic success followed by the Program Assistant position.
- The PA’s must avoid conflict of interest situations and discuss issues when they arise.

__________________________  __________________________
Employee Signature & Date   Employee Name(printed)