MESA COURT ACADEMIC & COMMUNITY EXCELLENCE STUDENT MANAGER

(1 position)

The Academic & Community Excellence Student Manager will work collaboratively with the Mesa Court Residential Life Team to assess the needs of the Mesa Court community and to facilitate the development of programs to address these needs. The ACE Student Manager will also work with Mesa Court staff to enhance different processes that occur yearly within the complex. The successful candidate should have strong communication and leadership skills, the ability to think creatively, the ability to work independently, and strong organizational and planning skills.

The ACE Student Manager will work on an individual basis with fellow student staff to promote positive communication, and will provide the Residential Life Professional Staff with feedback concerning staff trends and needs throughout the academic year. Further, the ACE Student Manager will play a key role in regular efforts to promote a sense of team among the student staff in Mesa Court. The ACE Student Manager will be required to meet weekly with their supervisor and maintain regular office hours. The ACE Student Manager should have experience with planning and implementing programs, and ideally will have prior leadership experience in Housing. The successful candidate should have strong communication and leadership skills, the ability to think creatively, and the ability to work independently.

With permission of the supervisor, may be allowed up to 10 hours per week of outside activity, including other employment, extra-curricular, or co-curricular activity. All time commitments need to be discussed with and approved by the supervisor in advance. All approvals of commitments will be reviewed based on student staff performance, ability to fulfill all duties required, and academic standing.

Supervisor: First Year Initiatives Coordinator
Wages: tentatively $14.25 per hour paid on a bi-weekly basis by check or direct deposit tent.
Dates: September 3, 2019 – June 15, 2020
Hours: Approximately 15 hours per week
Live-in: optional

In order to be considered for and maintain this position, you must:

- Have programming and event planning experience.
- Have proven leadership experience/skills.
- Have the ability to work independently, take initiative, and be proactive.
- Work well within a team, demonstrate flexibility, communicate effectively, and show attention to detail.

Academic Requirement:

- Maintain full-time registration as an undergraduate (12 units) or graduate (9 units) student.
- Enroll in no more than 20 hours of academic credit.
• Remain in good academic standing with the University.
• Maintain a minimum 2.4 cumulative GPA and a 2.4 GPA each quarter of employment (Also the Winter and Spring Quarter’s before starting the job).

Preference will be given to candidates who are able to demonstrate the following skills/experience:
• Prior work and residential experience in Mesa Court/ Undergraduate Housing.
• Experience developing and gathering programming resources.
• Familiarity with Mesa Court and its programmatic offerings.

**Remuneration for the ACE Student Manager position will tentatively be $14.25 per hour, working approximately 15 hours per week.** ACE Student Manager is paid bi-weekly by check or direct deposit. The ACE Student Manager is not required to live in the community for the academic year. The successful candidates will be expected to attend ACE Student Manager Training in August. Start date is tentatively scheduled for September 3, 2019 with an end date of June 20, 2020.

**Position Description**
The ACE Student Manager will work collaboratively with the Mesa Court Residence Life professional and student staff to enhance different processes that occur yearly within the complex. Specifically, job duties will include, but not be limited to:

• **Leadership with the Mesa Court Academic and Community Excellence Staff**
  - Assist with training and supervision of Academic and Community Excellence Staff
  - Attend weekly Academic and Community Excellence meetings
  - Assist with the planning and facilitation of academic outreach programs including study groups, faculty programs, and passive information.

• **Managing and tracking Academic and Community Excellence Programming**
  - Organizing Google Drive
  - Creating ACE Gmail Account
  - Maintaining updates on Facebook Page and Instagram
  - Creating Marketing Materials for Programs

• **Working with Budget**
  - Will purchase supplies for events.
  - Maintain track of overall Programming budget.

• **Outreach Efforts**
  - Assisting with the coordination of Spring tours.
  - Assisting with the organization and orchestration of Celebrate UCI.
  - Assisting in correspondence with Resident Advisors
  - Assisting in correspondence with off campus organizations

• **Other Responsibilities**
Guidelines and Requirements for all Mesa Court Housing Student Staff:

- Commit to position for one academic school year (start/end dates vary. Details are available online at the Housing Employment website).
- Adhere to all Mesa Court Housing and University of California policies and procedures.
- Enroll in a minimum of 12 units per quarter and maintain full-time student status.
- Maintain a minimum quarterly and cumulative 2.4 GPA and be in good academic standing.
- Must attend required staff meetings.
- May be allowed up to 10 hours per week of outside activity, including other employment, extra-curricular, or co-curricular activity, unless approved otherwise by supervisor.
- May not participate in any outside work or activities except as appropriate and approved by the supervisor during training, Welcome Week, and opening and closing periods.
- Support, participate, and assist with coordination of Student Housing and Mesa Court events including, but not limited to, such events as Welcome Week, Spring Tours, and Celebrate UCI.
- Participate in all staff development, training sessions, meetings, quarterly gatherings, and retreats.
- Serve as a positive role model in the community.

***UC Irvine Student Housing incorporates a progressive discipline model as a guideline for action when addressing issues with a student employee. Standards for the conduct of student employees are set forth as follows:

- **Behavior Standards** (UCI Student Code of Conduct, Student Housing Student Employee Behavior Guidelines)
- **Job Responsibilities** (Job Descriptions and other position specific expectations)
- **Academic Standards** (maintaining any GPA or academic load requirements for the position held)
- **Student Status** (maintaining UC Irvine student status during employment)

These standards will be made available to student employees when they are hired and during the training process.

If a student employee has not complied with one or more of these standards, the student employee’s supervisor may consider taking progressive discipline. Below are the starting points for Student Housing’s progressive discipline for student employee issues. While the process is progressive in nature, each case will be evaluated on its own merit. The discipline of any particular student employee may begin at any step in this process depending on the severity of the issue or violation.

Signature: ___________________________ Date: ___________________________

Supervisor’s Signature: ___________________________ Date: ___________________________