**SIERRA CURRICULUM COORDINATOR (SCC)**

Applications due: Friday, April 12, 2019 at 12pm (noon)

The successful candidate **MUST** be available for an interview during April 15-16, 2019 and **MUST** have a flexible schedule that will allow for their participation and assistance with the Sierra Programmer Selection Process on Friday, April 26, 2019 from 5:00PM until 9:00PM as well as a follow-up selection meeting from 9pm-12am.

**GENERAL INFORMATION**

Located in Mesa Court, Sierra Hall is a living-learning community for first-year students designed to help students successfully transition to the university. At the core of this experience is a class designed to challenge students to think about who they are, the community they live in, and the relationships they create with their peers.

The Sierra Curriculum Coordinator (SCC) is primarily responsible for assisting in the development and implementation of the Sierra class curriculum based on the Sierra Program’s philosophy and goals. In conjunction with the Resident Advisor, six Sierra Programmers, Sierra Instructor, and Residence Life Coordinator overseeing Sierra, the SCC is tasked with bringing the curriculum to life both in and out of class through thoughtful class planning, role-modeling, leadership, and participation.

**Special Considerations:**
- Prior experience and/or knowledge of the Sierra Program is not required to be a successful candidate.
- The Sierra Curriculum Coordinator is not required to be a resident of Mesa Court.
- Expectations for this position begin immediately upon submission of the acceptance form.

**JOB RESPONSIBILITIES**

**Teaching Assistant and Specific Class Related Responsibilities for the SCC position include:**
- Fully engage and participate in all class activities.
- Organize and arrange class materials, equipment, and room reservations.
- Attend weekly Sierra Curriculum Meeting and one weekly instructional planning meeting with the Sierra instructor.
- Be responsible for all necessary paperwork, funding requests, and publicity needed.
- Set up various panels and reach out to guest speakers for class. With direction from the instructors, make contact and all necessary follow up (e.g. thank you notes, etc.).
- Co-lead and co-facilitate small discussion groups and classroom activities.
- Attend, organize, and co-facilitate a fall class weekend retreat (held in either the Fall or Winter quarter week 2). This responsibility includes but is not limited to: distributing information during the second and third classes, setting up meals and obtaining residents’ meal card numbers for the Food Services arrangements, keeping track of work crew suite groups for weekend, and preparing all necessary paperwork and budget information for retreat.
- Co-facilitate and plan Sierra Small Group Classes (Winter and Spring Quarters).
- Read students’ journals and provide appropriate confidential oral and/or written feedback.
- Enroll in the course Social Ecology “Special Studies 199” all three quarters during the term of employment.

**Sierra Staff and Community Related Responsibilities for the SCC position include:**
- Act as an ethical, just, and moral role model and mentor to the students in Sierra.
- Attend weekly Sierra student staff community-based meeting and all Sierra staff meetings.
- Spend time with residents and student staff using provided meals as a means to connect with the community.
- Attend one-on-one meetings with your supervisor and submit written weekly reports.
- Work with students and Sierra staff to draw connections between course content and community issues.
- Assist in the planning and implementation of the Pre-Fall Training Sierra Retreat (as early as Friday, August 30, 2019), and Winter Sierra Retreat (tentatively scheduled for Sunday, January 4, 2020).
- Attend and participate in Fall Student Housing Training (beginning with the Pre-Training Retreat through Welcome Week 2019).
- Assist in the development and implementation of in-service training for the Sierra Staff throughout the academic year.
- Be actively engaged in the ongoing development of the Sierra Student Staff Team.
- Help select the following year’s Sierra Staff Team in Spring quarter 2020.
- Assist with resident placement and assignment during summer 2019.
- Other duties as assigned and as appropriate.

**General Mesa Court Student Staff employment responsibilities include:**

- Read, accept, sign, and adhere to the Undergraduate Housing Student Staff Behavioral Guidelines and FERPA Student Information Confidentiality Form.
- Adhere to all Mesa Court, Student Housing, and University of California policies and procedures.
- Support, participate, and assist with the coordination of Mesa Court wide events including Welcome Week and Celebrate UCI.
- **NOT ENROLL in SUMMER SESSION II** courses during the summer of 2019 at UCI or other summer courses at other institutions that will interfere with required Fall training.
- Enroll in a minimum of 12 units per quarter during the academic year and maintain full-time student status.
- Maintain a 2.4 cumulative and quarterly GPA and be in good academic standing, including the Spring Quarter prior to employment.
- Participate, support, and assist in the opening and closing of the residence halls in Mesa Court (Opening: September 20, 2019 – September 22, 2016 and Closing: June 13, 2020).
- Optional but encouraged – Mesa Court Student Staff Orientation – TBD
- Human Resources Employment Paperwork Session – to be officially on boarded you will need to attend visit Housing Administrative Services to complete your hiring paperwork, this will be scheduled with the entire student staff. Dates and times TBD.

The Sierra Curriculum Coordinator is expected to perform at a “Meets Expectation” level in all aspects of the SCC position for continued employment. Performance deficiencies in any area can ultimately lead to termination of employment.

**REMUNERATION**

Remuneration is approximately $14.25 per hour for approximately 15 hours per week (which will increase to $15.25 per hour during winter and spring quarters). The SCC will receive a Block 99 meal plan and $225 flex dine option or equivalent for the academic year (to be used for work related meetings). The SCC also receives 4 units of academic credit through Social Ecology 199 per quarter (journal writing required for class credit).

The Sierra Curriculum Coordinator is typically scheduled to work approximately 15 hours per week. With permission of the supervisor, the SCC may be allowed up to 4.5 hours per week of campus employment or up to 10 hours of outside commitments. 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.