MIDDLE EARTH COMMUNITY COUNCIL EXECUTIVE BOARD (5 AVAILABLE)

Under the supervision of the First Year Initiative Coordinator, the Community Council (CC) Executive Board serves as an active student organization to enhance the vitality of the Middle Earth community. This group serves as an advocacy group to address residents’ needs, provide quality community-building and service programs, and work cooperatively with the Residence Life professional and student staff teams to create an environment that respects the rights of others and promotes consideration of individual needs within a diverse first-year housing community. The Community Council provides Leadership opportunities through the various committees and programming that is offered.

The Executive Board is comprised of five student staff in live-on positions: President, Vice President, Administration and Finance Chair, Events Chair, and Outreach Chair. The President will tentatively be paid $13.50 per hour and work approximately 10-12 hours per week. The Vice President, Administration and Finance Chair, Events Chair, and Outreach Chair will be paid $12.00 per hour and work approximately 10 hours per week. These positions are paid bi-weekly by check or direct deposit. The board’s primary responsibility is to work as a team to assess the needs of the Middle Earth community and develop action plans, strategies, and programs to address those needs. These positions are required to live in the community for the academic year.

Each Community Council Executive Board member works closely with the First Year Initiative Coordinator. Each member meets on a regular basis with the First Year Initiative Coordinator and/or Student Coordinator keeps them informed, maintains a professional working relationship with other staff members, and attends and participates in all required staff training and other activities. The start date is tentatively September 3, 2019 with an end date of June 13, 2020. The following job description outlines the functions of the Community Council Executive Board member:

**Skills**
- Displays leadership skills and the ability to work as a team member.
- Displays attitudes and behaviors which support university policies and philosophy of Student Housing.
- Displays ability to complete various administrative tasks accurately, completely, and promptly.
- Demonstrates the ability to balance CC responsibilities with other work/extra-curricular activities
- Demonstrates the ability to work independently and with little supervision.
- Has proven leadership experience and customer service experience/skills.
- Has the ability to work independently, take initiative, and be proactive.
- Have the ability to meet requirements associated with the respective position.
- Possesses administrative, organizational, and time management skills.
- Possesses good decision-making skills.

**Role Modeling/Resource and Referral**
- Has the ability to uphold and respect the Housing Principles of Community.
- Maintains general awareness of campus programming services and resources and make appropriate referrals when necessary.

**Policy and Procedure Awareness**
- Upholds and follows all policies and procedures as outlined in the UCI Undergraduate Housing Handbook.
- Educates fellow student staff members and residents on these policies and guidelines when need arises.
- Maintain the programmatic and administrative procedures outlined during Middle Earth training.

**Administration**
- Completes various administrative tasks accurately, completely and promptly.
- Maintains good organization skills.
• Checks staff mailbox daily.

Other Staff Responsibilities
• Attends the General Community Council Wednesdays, 7-8pm.
• Attends bi-weekly Executive Board meetings, date/time TBD throughout the academic year.
• Attends training, in-services, and staff retreats.
  • So that CC Executives are available for all of Fall Training, we do not allow taking courses during Summer Session 2. Exceptions will be made very sparingly and only in cases where Session 2 courses are absolutely essential; if you feel you need an exception, you will need to make the request via the First Year Initiative Coordinator or the Associate Director of Residence Life as soon as possible, and know that the exception may not be granted.
• Meets on a bi-weekly basis with the First Year Initiative Coordinator and/or Student Coordinator.
• Participates in required staff activities.
• Demonstrates ability to work independently and with little supervision, as well as work in a team setting.
• Maintains professional working relationships with other student staff and professional staff members. Work to resolve concerns and/or conflicts with other staff. Discuss issues with Student Coordinator when appropriate.
• Performs additional duties as agreed upon.

Academic Standards
• Maintain full-time registration as an undergraduate (12 units).
• Enroll in no more than 20 academic units/quarter (request approval when more than 16 units).
• Maintains a minimum 2.4 GPA (cumulative & quarterly). Eligibility will be checked for each term of employment.

Outside Employment and Activities
• Must avoid conflict of interest situations as a result of the employment or extracurricular activities. CC Executives may be allowed up to 10 hours per week outside activity, including other employment, extra-curricular, or co-curricular activity. Time commitments related to outside employment need to be discussed with the First Year Initiatives Coordinator in advance.
• CC Executives may not participate in any outside work or activities except as appropriate and approved by supervisor during orientation, training, opening, Welcome Week, P.A.I.R., Spring Fling and closing periods.

Preference will be given to candidates who are able to demonstrate the following skills:
• Has served in some capacity to support the Community Council (i.e., hall delegate, committee member, active participant at meetings and events).
• Be a positive role model for the community by upholding the Housing Principles of Community, Housing policies, and expectations by the department.
• Maintains general awareness of campus programming services and resources and make appropriate referrals when necessary.
Specific Community Council Executive Board Responsibilities

**President:** The President is responsible for leading Community Council (CC) and the CC Executive Board in coordination with the First Year Initiatives Coordinator. The President serves as a role model and liaison with Mesa Court Council, the Resident Housing Association (RHA), and external organizations and constituents. The President will serve as the RHA representative. The President prepares agendas for and runs CC Executive and General Meetings. The President leads the Executive Board in goal setting, teambuilding activities, while holding the Executive Board to follow their job descriptions, and may program if so desired. The President will also lead an Advisory Board of CC delegates.

**Vice President:** The Vice President is responsible for planning leadership conferences/retreats within Community Council and collaborating with campus partners. The Vice President is also responsible for delegation recruitment and membership management. The Vice President leads meetings if the President is unable to, and may program if so desired. The Vice President will also lead an Advisory Board of CC delegates.

**Administration and Finances Chair:** The Administration and Finances Chair (AFC) is responsible for the administrative aspects of CC. The AFC tracks hall attendance and takes minutes at CC Executive and general meeting as well as distributes information to the members of CC and the Middle Earth community. The AFC is responsible for the fiscal responsibilities of the Community Council budget, working closely with the First Year Initiatives Coordinator. This may include, but is not limited to, tracking the individual budgets of the other Executive Board members, distribution of hall funds, Community Council programmatic efforts, and other duties as assigned. The AFC will also lead an Advisory Board of CC delegates, and may program if so desired.

**Events Chair:** The Events Chair is responsible for planning community-building programs for CC. The Events Chair coordinates community building activities every quarter with a focus on weekend programming. Each of the events should focus on a different area of interest. The Events Chair leads a committee of CC delegates, actively including the delegates in the planning and implementation of events to foster future leaders to serve the Middle Earth community.

**Outreach Chair:** The Outreach Chair is responsible for service events and activities for Community Council. The Outreach Chair plans three service events every quarter, each focusing on a different interest area. The Outreach Chair acts as a liaison to the UCI Volunteer Programs and to all campus resources, in order to promote cooperative activities with existing service organizations and clubs on campus. The Outreach Chair leads a committee of CC delegates, actively including the delegates in the planning and implementation of service events. Through this committee, the Outreach Chair works to develop and foster future leaders to serve the Middle Earth community, and may program if so desired.
Guidelines and Requirements for all Middle Earth 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 Middle Earth 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 Middle Earth 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:__________________________