The Transfer Experience Program Assistant (PA) supports the Arroyo Vista residential experience by providing resources and programming on academic and personal wellness. The PA will be fundamental in building community and connections as well as developing the partnership between Arroyo Vista Residents and university partners and services that support the Transfer student experience. With the Supervision of the Residence Life Coordinator, the PA will be working closely with the Resident Advisor(s) (RA) of the Transfer Communities to assess and address the needs of the community.

As a part of the residential life team, PAs are required to attend training from Tuesday, September 8, 2020- September 27, 2020 and will be expected to fulfill job responsibilities until June 15, 2021. The Transfer Experience Program Assistant Position requires applicants to be living in Arroyo Vista during the time of their employment. PAs receive guaranteed housing status and are paid $13.00 per hour and can work a maximum of 15 hours per week.

**Position Requirements and Job Responsibilities:**

**Community Development and Programming**
- Assist in the assessment, brainstorming, planning, development, implementation, and evaluation of house programs and activities.
- Support the academic success needs of the house by helping to ensure 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.
- Communicate regularly and collaborate with the Resident Advisor, Residence Life Coordinator, and House Sponsor to support the community.
- Planning and implementing three theme-specific educational programs.
- Work with the Residence Life team to create an environment that respects the rights of others and promotes consideration of individual needs within a housing 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.
- Support the RA in addressing issues and concerns in the community within the capacity of their training.

**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.
- Act as a mandatory reporter.
Administration
- Coordinate a house newsletter to communicate programs and activities as well as to help foster an engaged community.
- Submit work-related paperwork in a timely manner (i.e. Weekly reports,
- 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 pm-7:00 pm throughout the academic year.
- Attend training, in-services, and staff retreats.
- Assist with opening and closing (i.e. move-in/move/out days)
- Demonstrate the ability to work both independently as well as in a team setting with little supervision.
- 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 cumulative 2.4 GPA.

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.

__________________________  __________________________
Employee Signature & Date    Supervisor Signature & Date