MESA COURT COUNCIL EXECUTIVE BOARD (4 POSITIONS)

Under the supervision of the First Year Initiatives Coordinator, the Mesa Court Council (MCC) Executive Board serves as an active student organization to enhance the vitality of the Mesa Court community. This group serves as an advocacy group to address residents’ needs, provide quality community-building, service and leadership programs, and works cooperatively with the Residential 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 and continuing student housing community.

The Executive Board is comprised of four student staff live-on positions: President, Vice President, Advocacy & Activities Chair, and Community Service & Outreach Chair. The board’s primary responsibility is to work as a team to assess the needs of the community and to develop action plans, strategies, and programs to address those needs. These positions are required to live in Mesa Court for the academic year.

Each Community Council Executive Board member works closely with the First Year Initiatives Coordinator and Student Coordinator. Each member meets on a regular basis with the First Year Initiatives 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 trainings and other activities. The following job description outlines the functions of the Community Council Executive Board member:

Supervisor: First Year Initiatives Coordinator
Wages: President: tentatively $14.50 per hour paid on a bi-weekly basis by check or direct deposit
        All others: tentatively $13.00 per hour paid on a bi-weekly basis by check or direct deposit
Dates: tentatively September 8, 2020 – June 13, 2021
Hours: Approximately 10-12 hours per week, not to exceed 19.5 hours per week
Live-in: Required

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 MCC responsibilities with other work/extra-curricular activities.
• Demonstrates the ability to work independently and with little supervision, take initiative, and be proactive.
• Has proven leadership experience and customer service experience/skills.
• 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 training.

Administration
• Completes various administrative tasks accurately, completely, and promptly.
Uses strong organizational skills to balance competing priorities.
Checks staff mailbox daily.

**Other Staff Responsibilities**
- Attends the bi-weekly General Community Council Meetings on Wednesdays, 6PM-7PM.
- Attends weekly Executive Board Meetings, date/time TBD throughout the academic year.
- Attends training, in-services, and staff retreats.
  - So that MCC 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 Initiatives 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 Initiatives 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 and/or First Year Initiatives Coordinator when appropriate.
- Performs additional duties as assigned.

**Academic Standards**
- Maintain full-time registration as an undergraduate (12 units).
- Enroll in no more than 20 academic units/quarter (request approval if more than 16 units).
- Have a minimum 2.4 cumulative GPA at the start of the position and maintain a minimum 2.4 cumulative GPA throughout employment. 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. MCC 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.
- MCC Executives may not participate in any outside work or activities except as appropriate and approved by supervisor during training, opening, Welcome Week, Celebrate UCI, signature programs, 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., community representative, 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.
Specific Community Council Executive Board Responsibilities

President: The President is responsible for leading Mesa Court Council (MCC) and the MCC Executive Board in coordination with the First Year Initiatives Coordinator. The President serves as a role model and liaison with Middle Earth Community 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 MCC Executive and General Meetings. The President is responsible for the fiscal responsibilities of the MCC budget, working closely with the First Year Initiatives Coordinator. 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.

Vice President: The Vice President is responsible for planning leadership activities and retreats within MCC and collaborating with campus partners. The Vice President is also responsible for community representative recruitment and membership management. The Vice President tracks attendance and takes minutes at the MCC Executive and general meeting, and distributes information to the members of MCC and the Mesa Court community. The Vice President serves as an interim President should a need occur and fulfill duties of President in their absence, and may program if so desired. Along with the President, the Vice President will serve as a RHA representative.

Advocacy & Activities Chair: The Advocacy & Activities (AA) Chair is responsible for planning community-building and advocacy programs for MCC. The AA Chair coordinates community building activities every quarter and one diversity/advocacy program per quarter. Each of the events should focus on a different area of interest. The AA Chair is responsible for creating advertisements for MCC events. AA Chair leads a committee of MCC representatives, actively including the representatives in the planning and implementation of events to foster future leaders to serve the Mesa Court community.

Community Service & Outreach Chair: The Community Service & Outreach (CSO) Chair is responsible for service events and activities for MCC. The CSO Chair plans two service events every quarter, each focusing on a different interest area. The CSO 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 CSO Chair leads a committee of MCC representatives, actively including the representatives in the planning and implementation of service events. Through this committee, the CSO Chair works to develop and foster future leaders to serve the Mesa Court community.
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.
- Have a minimum 2.4 cumulative GPA at the start of the position and maintain a minimum 2.4 cumulative GPA throughout employment.
- 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, opening and closing periods, and Celebrate UCI.
- 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: ___________________________