Mesa Court Residential Support Services Student Coordinator

The Mesa Court Residential Support Services Student Coordinator will work cooperatively with the Mesa Court Residential Life professional staff in the development and dissemination of resources to enhance the Residential Life experience within Mesa Court. This student coordination position is highly administrative. The student coordinator will be responsible for updating and maintaining Excel documents, updating community listervs, creating flyers for community events, producing a weekly Mesa Court newsletter for residents, maintaining social media accounts, and updating display boards within the community. The Student Coordinator will develop promotional materials about new and existing campus resources and Mesa Court initiatives and work collaboratively with the Mesa Court professional staff in promoting community events, assisting with special projects, and providing administrative support as needed to office staff. The successful candidate will be expected to complete ad hoc projects as assigned, completely and promptly. The Student Coordinator will be expected to support and work collaboratively with office staff, operations, and other student staff members.

Candidates must have strong communication skills, the ability to work independently, the ability to follow through on projects, possess strong organizational skills, and be proficient in Microsoft Word and Excel. Candidates are not required to live in Mesa Court or Student Housing.

The schedule is flexible and the supervisor will work with the successful candidate to find work hours that are to everyone’s benefit. Work hours are spread out throughout the week and will usually occur during regular business hours (Monday-Friday, 8:00am-6:00pm), but some evening and weekend hours will be required such as Move-in and Move-out.

Supervisor: Mesa Court Office Manager
Wages: $15.25 per hour paid bi-weekly
Hours: Approximately 15 hours per week
Dates: Tentatively August 31, 2020 – June 20, 2021
Eligibility: Full time UCI student for the 2020-21 academic year with a minimum 2.4 GPA (cumulative)
Live-in: Optional
Meetings: TBD

In order to be considered for and maintain the Residential Support Services Student Coordinator position, you must:
- Have proven leadership experience/skills.
- Have the ability to work independently, take initiative, and be proactive.
- Be able to work collaboratively with other student staff groups to meet deadlines.
- Have strong administrative, organizational, planning, and time management skills.
- Have excellent verbal and written communication skills.
- Must be punctual, responsible, and detail-oriented.
- Ability to prioritize projects according to deadlines and/or supervisor needs.
- Have knowledge of existing resources within the larger UCI community.
- Be able to serve as a liaison to various campus constituents and stakeholders on behalf of Mesa Court.

Preference will be given to candidates who are able to demonstrate the following skills/experience:
- Previous office work experience
- Familiarity with Mesa Court, its Residential Life program, and community resources, and procedures.