MESA COURT ACADEMIC AND COMMUNITY EXCELLENCE (ACE) STUDENT COORDINATOR

Under the supervision of the First Year Initiatives Coordinator, the Academic and Community Excellence (ACE) Student Coordinator will work collaboratively with the Mesa Court Residential Life Team to assess the needs of the Mesa Court community and to facilitate the development of programs to address these needs. The ACE Student Coordinator will also work with Mesa Court staff to enhance different processes that occur yearly within the complex. The successful candidate should have strong communication and leadership skills, the ability to think creatively, the ability to work independently, and strong organizational and planning skills.

The ACE Student Coordinator will work on an individual basis with fellow student staff to promote positive communication and will provide the Residential Life Professional Staff with feedback concerning staff trends and needs throughout the academic year. Further, the ACE Student Coordinator will play a key role in regular efforts to promote a sense of team among the student staff in Mesa Court. The ACE Student Coordinator will be required to meet weekly with their supervisor and maintain regular office hours. The ACE Student Coordinator should have experience with planning and implementing programs, and ideally will have prior leadership experience in Housing. The successful candidate should have strong communication and leadership skills, the ability to think creatively, and the ability to work independently.

With permission of the supervisor, the ACE Student Coordinator may be allowed up to 10 hours per week of outside activity, including other employment, extra-curricular, or co-curricular activity. All time commitments need to be discussed with an 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.

Supervisor: First Year Initiatives Coordinator
Wages: Tentatively $15.25 per hour paid on a bi-weekly basis by check or direct deposit
Dates: tentatively August 31, 2020 – June 13, 2021
Hours: Approximately 12-15 hours per week, not to exceed 19.5 hours per week
Live-in: Optional

In order to be considered for and maintain this position, you must:
- Have programming and event planning experience.
- Have proven leadership experience and skill.
- Have the ability to work independently, take initiative, and be proactive.
- Work well within a team, demonstrate flexibility, communicate effectively, and show attention to detail.

Academic Requirement:
- Maintain full-time registration as an undergraduate (12 units) student.
- Enroll in no more than 20 hours of academic credit.
- Remain in good academic standing with the University.
- Maintain a minimum 2.4 cumulative GPA. Eligibility will be checked for each term of employment.

Preference will be given to candidates who are able to demonstrate the following skills/experience:
- Prior work and residential experience in Mesa Court/Undergraduate Housing.
- Experience developing and gathering programming resources.
- Familiarity with Mesa Court and its programming offerings.
Position Description

The ACE Student Coordinator will work collaboratively with the Mesa Court Residence Life professional and student staff to enhance different processes that occur yearly within the complex. Specific job duties will include, but not be limited to:

- Leadership with the Mesa Court Academic and Community Excellence (ACE) Staff
  - Assist with training and supervision of Academic and Community Excellence Staff.
  - Attend weekly Academic and Community Excellence meetings.
  - Provide guidance and mentorship to ACE staff.
  - Assist with the planning and facilitation of academic outreach & signature programs including study groups, faculty programs, and passive information.

- Managing and taking inventory of the ACE storage space, Wellness Center, and supplies
  - Organizing supply requests.
  - Ordering supplies.
  - Maintaining a supply calendar.
  - Keeping ACE storage space and Wellness Center clean and orderly.

- Managing and tracking Academic and Community Excellence Programming
  - Organizing team Google Drive.
  - Maintaining programming calendar and assigning tasks as needed.
  - Updating Mesa Court social media pages, including Facebook and Instagram.
  - Advertising marketing materials for ACE events.

- Maintaining ACE programming budget and purchasing
  - Ensuring purchase request forms are completed accurately before submission to supervisor.
  - Purchasing event supplies.
  - Tracking overall ACE programming budget.

- Outreach Efforts
  - Assisting with the correspondence with Resident Advisors, campus partners, and off-campus organizers.

- Other Responsibilities
  - Attending weekly and regular meetings with supervisor.
  - Attend staff trainings.
    - So that the ACE Student Coordinator is 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.
  - Maintain regular office hours.
  - Host bi-weekly meetings with individual ACE programmers.
  - Completing various administrative tasks accurately, completely, and promptly.
  - Other duties as assigned.
**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:____________________