MIDDLE EARTH HOUSING ACADEMIC AND COMMUNITY EXCELLENCE (ACE)

PROGRAMMER JOB DESCRIPTION (5 POSITIONS)

The Academic and Community Excellence (ACE) programmers are live-off staff members of the Middle Earth Residence Life Team. **ACE programmers will be paid $13.00 per hour and work approximately 10-12 hours per week. Training will begin as early as September 8th, 2020.** Primary responsibility is working with the Middle Earth Residence Life professional staff to support the Student Housing mission statement of providing a learning centered community that supports the Student Affairs and University mission of academic success. They will accomplish this by providing community-wide, hall specific and individually tailored academic support. The following job description outlines the functions of the ACE programmer position.

**Supervisor:** First Year Initiatives Coordinator

**Wages:** 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:** No

**Community-Wide Academic Support**

- Coordinate faculty/lecturer/staff programs that bridge the relationships between the academic departments and students.
- Plan, schedule and host LARC workshops to provide study skills to aid in student academic success.
- Plan, schedule and host Peer Academic Advising sessions to assist residents in implementing a four year plan and accordingly schedule classes each quarter.
- Plan, schedule and host UROP/Study Abroad/Academic Clubs/Internship programs to enhance co-curricular education.
- Research, create and implement passive educational programs to be placed in each community on a monthly basis to give tips, tricks, and information to help with academic success.
- Host drop-in academic advising & study hours to assist individuals in course planning, college and major requirements, important deadlines, and career advice.
- Hold finals study programs and emerging scholars support.
- Work cooperatively with the Residence Life team to create an environment that supports, fosters and celebrates a community environment that is focused on academic excellence.

**Hall Specific Academic Support**

- Assist the Resident Advisor in planning, scheduling and presenting academic support programs for hall specific needs.

**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 make appropriate referrals when necessary.

**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.
• Maintain the programmatic and administrative procedures outlined during training.

**Administration**
• 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 throughout the academic year.
• Attend training, in-services, and staff retreats.
  • So that ACE Programmers 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.
• Participate in required staff activities.
• Demonstrate ability to work independently and with little supervision, as well as work in a team setting.
• 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 the professional staff supervisor 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 (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 employment or extracurricular activities. ACE Programmers 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.
• ACE Programmers may not participate in any outside work or activities except as appropriate and approved by supervisor during training, opening, Welcome Week, Celebrate UCI, and closing periods.

**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.
- 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 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: ___________________________