MIDDLE EARTH HOUSING OFFICE LEAD
(3 POSITIONS AVAILABLE)

Under the supervision of the Office Manager, the Middle Earth Housing Leads are responsible for assisting in overseeing the operation of the mailroom, recreation space, and Middle Earth Housing Office.

This is an 11-12 month position that runs from June 2020 to June 2021. Middle Earth Lead assists professional staff in recruiting, hiring, and training attendants who work at the Middle Earth Housing Office during the academic year. This position works approximately **12-15 hours a week** in the Middle Earth Housing Office, MPR, and Recreation Space performing various tasks along with supervision of the Attendents staff. Responsibilities include assisting Attendents and Professional staff, and attending regular meetings.

Duties during the academic year include, but are not limited to participation in Attendant hiring process, Attendant training, supervision and evaluation of up to 40 Attendents. This includes creating work schedules and training for Attendents, and coordinating hall tournaments. Supervising the mail and packages process, customer service, and review of biweekly reports. Assist Professional staff on special projects, daily operation and use of recreation space, and operations at the Housing Office Desk. Collaboration with the Middle Earth Professional Staff to help facilitate Move in weekend, Move out weekend, Celebrate UCI, spring tours, and being open during Winter Break. These events are mandatory for all student staff.

Summer duties include, but are not limited to hiring, training, supervising and evaluating the summer attendant staff; working cooperatively and in support of the summer conference program; managing and preparing the recreation space and Middle Earth Housing Office for use in the upcoming academic year, and assisting Professional staff in preparation for fall training and other special projects. The successful candidate must be available to fulfill these duties during the summer of 2020.

**Supervisor:** Office Manager

**Wages:** tent. $16.25 per hour paid on a bi-weekly basis

**Dates:** tent. June 15, 2020 – June 26, 2021

**Hours:** Approximately 12-15 hours per week, not to exceed 19.5 hours per week

**Live-in:** optional

**Meetings:** Bi-weekly attendant meetings – Fridays at 5PM

Weekly 1 on 1s with supervisor – TBD

Weekly Lead Meetings - TBD

In order to be considered for and maintain a Supervisor position, the candidate must:

- Have a minimum 2.4 cumulative GPA at the start of the position and maintain a minimum 2.4 cumulative GPA throughout employment.
- Have proven leadership experience
- Have experience with multi-tasking in a fast-paced environment
- Have the ability to work independently, take initiative, and be proactive
- Team oriented, communicate effectively, takes initiative, and complete assigned tasks
- Possess strong administrative, organizational, and time management skills
- Ability to problem solve

Preference will be given to candidates who are able to demonstrate the following skills:

- Have experience leading a group of peers
- Have excellent customer service experience/skills
- Have experience working in a community or public facility
- Have experience organizing large-scale events and/or programs
The successful candidate must be able to attend spring, summer, and fall training:

**Spring Training:** The Housing Office Student Lead must be available for 20 hours of training to shadow the current Leads during the months of May and June

**Summer and Fall Training:** More details about this training period will be communicated to the successful candidate in May.

Compensation for the Middle Earth Lead positions will tentatively be $16.25 per hour. Leads work around 15 hours per week. Leads will be paid bi-weekly. The start date is tentatively June 15, 2020 with an end date of June 26, 2021. Summer training for Leads and preparation for Fall Training is scheduled to take place throughout the summer. The Middle Earth Leads will be expected to be at and lead fall training for the attendants. Fall Training will take place September 8th, 2020 through September 25, 2020.

**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.
- Must attend required staff meetings.
- 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: ________________