MIDDLE EARTH RESIDENCE LIFE ASSISTANT

Supervisor: Residence Life Staff
Wages: $13 per hour paid on a bi-weekly basis by check or direct deposit
Dates: 09/08/20-06/12/21
Hours: Approximately 15 hours per week

The Residence Life Assistant (RLA) will work collaboratively with the Middle Earth Residence Life Team 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. Specifically, job duties will include, but not be limited to:

- Complete administrative tasks as needed assigned by Res Life staff
- Design electronic and physical marketing materials
- Distribute marketing materials to appropriate student staff members
- Assist in completing large scale programs including construction mitigation, movie nights, Make Love Visible Week and other community wide programs
- Facilitate management of program resources including cleaning and organizing staff supplies, and weekly inventory of Resident Advisor (RA) duty bags
- Inventory and organize Residence Life storage spaces
- Manage the tracking of RA program proposals and program evaluations
- Manage the tracking of program sign-in sheets
- Create, post, and manage the passive Bulletin Boards and additional exterior postings, including weekly posting checks
- Assist with coordination of Welcome Week and Spring Tours
- Collaborate with the organization and orchestration of Celebrate UCI

- Other Responsibilities include, but are not limited to:
  - Attending weekly and regular meetings with a supervisor
  - Attending appropriate staff trainings
  - Maintaining regular office hours
  - Completing various administrative tasks accurately, completely and promptly
  - Other duties as assigned

In order to be considered for and maintain this position, you must:
- Have the ability to work independently, take initiative, and be proactive
- Have the ability to manage multiple projects at a time
- Work well within a team, demonstrate flexibility, communicate effectively, and show attention to detail

Preference will be given to candidates who are able to demonstrate the following skills/experience:
- Prior work and residential experience in Middle Earth/Undergraduate Housing.
- Experience developing and gathering programming resources, and program and event planning skills.
- Familiarity with Middle Earth and its programmatic offerings.
- Have proven leadership experience/skills
- Have designing skills to develop marketing material and infographics.
Remuneration for the Residence Life Assistant position will be $13.00 per hour, working approximately 15 hours per week. The RLA is paid bi-weekly by check or direct deposit. The RLA is not required to live in the community for the academic year. Start date is tentatively scheduled for September 8, 2020 with an end date of June 12, 2021.

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: ____________________