Campus Village Community Programmer of Academics Job Description

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Position Description

The Community Programmer of Academics is a specialized Community Programmer that works with the Community Programmer of Wellness to meet the needs of the Campus Village Community. The CP of Academics will work cooperatively with the Residence Life Team in the development, implementation, and marketing of co-curricular opportunities, including but not limited to Academic Institutes and Activities to be hosted at the Campus Village and other educational offerings with the goal of strengthening the overall development of Campus Village residents to empower themselves at individual, community and global academic levels. The CP of Academics will co-create, instruct and implement class sessions in collaboration with the supervisor and work cooperatively with other student staff, while also soliciting UCI Faculty Involvement in housing-wide efforts and implement evaluation processes to determine the effectiveness of co-curricular academic opportunities and programming.

SUPERVISOR:  Associate Director of Residence Life (ADRL)
WAGES:  $11.00/hourly
HOURS:  Maximum of 15 hours per week
LIVE-IN:  Required to live in Campus Village (CV Contract Provided)
EMPLOYMENT DATES: June 17, 2018-June 15, 2019
MEETINGS:  Every Tuesday from 5-7pm
           1-1s with supervisor TBD
           Academic weekly class TBD

In order to be considered for and maintain the CP of Academics position, you must:

- Have a passion for Academic Initiatives and educational programs and events
- Ability and passion to mentor others
- Ability to work closely with other student staff, professional staff, and UCI Faculty
- Have working knowledge of existing resources and campus partners within the larger UCI community or ability to reach out and make these connections

POSITION DESCRIPTION:

• In conjunction with RLC and other Housing student staff, assesses the needs of the Campus Village Housing community and works to develop and implement programs to address those needs.
• Responsible for working with other CPs and CV Student Staff to plan programs and activities each quarter.
• Create, instruct and evaluate Academic related classes and sessions.
• Complete various administrative tasks accurately, completely and promptly.
• Participate in one-on-ones with RLC and keeps RLC informed through daily interactions.
• Attend weekly staff meetings on Tuesdays, 5:00pm-7:00pm, and other meetings as deemed necessary.
• Maintain general awareness of campus programming services and resources; refer staff and students to these resources when appropriate.
• Demonstrate ability to work independently and with little supervision, as well as work in a team setting.
• Attend and/or support programs presented by other CP's and CV Student Staff and student groups in housing.
• 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 RLC when appropriate.
• 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.
• Attend and participate in required staff activities, including training, in-service, and staff retreats.
• Assist with community openings and closings (i.e. move-in/move-out days) for Campus Village.
• Serve as a positive role model in the community.
• Adhere to all Student Housing and University policies and procedures.
• Other duties as assigned by supervisor.

PAYROLL TITLE ASSIGNED:
Assistant IV-4919

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Department Manager Signature/Date

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Student Worker Print Name

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Student Worker Signature/Date