**Mesa Court Residential Support Services Student Coordinator**

The Mesa Court Residential Support Services Student Coordinator will work cooperatively with the Mesa Court Residential Life professional staff in the development, dissemination, and implementation of programs and resources to enhance the Residential Life experience within Mesa Court. The Student Coordinator will develop promotional materials about new and existing campus resources, serve as a liaison with various campus constituents in order to bring in campus-wide services and resource materials into the Mesa Court community, and provide administrative support to Professional Staff in the Housing Office. The Student Coordinator will work collaboratively with the Mesa Court Professional Staff in updating the weekly newsletter, promoting community events, and assisting with special projects. The Student Coordinator will also gather relevant materials and programming resources for the Mesa Court student staff to assist them in their programming efforts. The Student Coordinator will be expected to support and work collaboratively with office staff, operations and other student staff members.

Candidates must have strong communication skills, the ability to work independently, the ability to follow through on projects, possess strong organizational skills, and be proficient in Microsoft Word and Excel. Candidates are not required to live in Mesa Court or Student Housing.

The schedule is flexible and the supervisor will work with the successful candidate to find work hours that are to everyone’s benefit. Work hours will occur during regular business hours (Monday-Friday, 8:00am-5:00pm) as well as evening and weekend hours including Move-In and Move-Out weekends and community programs during the academic year. Student Council weekly meetings are required which will occur Wednesday evenings from 7-8PM.

**Supervisor:** Administrative Assistant for Residence Life and First Year Initiatives Coordinator  
**Wages:** $13.25 paid bi-weekly by check or direct deposit (will increase to $14.25 in January 2019)  
**Hours:** Approximately 15 hours per week  
**Dates:** Tentatively August 27, 2018 – June 15, 2019  
**Eligibility:**  
- Full time UCI student for the 2018-19 academic year with a minimum 2.4 GPA
- Live-in: Optional
- Meetings: TBD

**In order to be considered for and maintain the Residential Support Services Student Coordinator position, you must:**

- Have programming and event planning experience.
- Have proven leadership experience/skills.
- Have the ability to work independently, take initiative, and be proactive.
- Be able to work collaboratively with other student staff groups to meet deadlines.
- Have strong administrative, organizational, planning, and time management skills.
- Excellent verbal and written communication skills.
- Must be punctual, responsible and detail-oriented.
- Ability to prioritize projects according to deadlines and/or supervisor needs.
- Have knowledge of existing resources within the larger UCI community.
- Be able to serve as a liaison to various campus constituents and stakeholders on behalf of Mesa Court.

**Academic Requirement:**

- Maintain full-time registration as an undergraduate (12 units) or graduate (9 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 and a 2.4 GPA each quarter of employment (Also the Winter and Spring Quarter’s before starting the job).

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

- Prior work and residential experience in Mesa Court.
- Familiarity with Mesa Court, its Residential Life program, and community resources and procedures.
Position Description
The Mesa Court 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. Specifically, job duties will include, but not be limited to:

- Leadership with the Mesa Court Community Council Staff
  - Assist with training and supervision of Community Council Staff
  - Attend weekly Community Council Executive staff meetings in addition to General MC Meetings Wednesdays 7-8PM
  - Assist with the planning and facilitation of council programs including welcome week carnival, and council programs.

- Managing and tracking Academic and Community Excellence Programming
  - Organizing Google Drive
  - Creating MCC Gmail Account
  - Maintaining updates on Facebook Page and Instagram
  - Creating Marketing Materials for Programs

- Working with Budget
  - Will purchase supplies for events.
  - Maintain track of overall Programming budget

- Outreach Efforts
  - Assisting in correspondence with Resident Advisors
  - Assisting in correspondence with off campus organizations
  - Assisting in correspondence with outside vendors

- Other Responsibilities
  - Attending weekly and regular meetings with a supervisor.
  - Attending staff trainings.
  - Maintaining regular office hours.
  - Completing various administrative tasks accurately, completely and promptly
  - Other duties as assigned.

Signature: ____________________________ Date: ________________
Supervisor’s Signature: ____________________________ Date: ________________