MIDDLE EARTH COMMUNITY ADVISOR (3 POSITIONS)

The Community Advisors (CAs) are live-in student staff members on the Middle Earth Residence Life Team. CAs are paid $11.00 per hour to a maximum of 19.5 hours per week and receive a full credit for a 7 Day All Access meal plan. Training will begin on Tuesday, September 4, 2018 and you will be expected to fulfill job responsibilities until June 15, 2019.

The primary job responsibility is working closely with one Resident Advisor (RA) and one Residence Life Coordinator (RLC) to assess the needs of a specific residence hall within the Middle Earth community, and to assist in providing program support and services to address those needs. The following job description outlines the functions of the CA position.

**Supervisor:** Residence Life Staff  
**Wages:** Tentatively $11.00 per hour paid on a bi-weekly basis by check or direct deposit and a full credit for a 7 Day all Access meal plan  
**Dates:** Tentatively September 4, 2018 – June 15, 2019  
**Hours:** Not to exceed 19.5 hours per week  
**Live-in:** Required to live in Middle Earth

**Community Development/Programming**
- Partner with the Resident Advisor in the assessment, brainstorming, planning, development, implementation, and evaluation of hall programs and activities.  
- Coordinate the hall Birthday Committee and assist with other hall committees in the community.  
- Support the academic success needs of the hall by helping to ensure that the hall environment is conducive to study and that outside resources are provided such as campus resources and additional outside study space as needed.  
- Coordinate a hall newsletter to communicate programs and activities as well as to help foster an engaged community.  
- Work cooperatively with the Residence Life team to create an environment that respects the rights of others and promotes consideration of individual needs within a residence hall complex.

**Staff Development**
- Play an active role in the promotion and support of programs and activities provided by other student staff teams.  
- Work on an individual basis and in cluster/committee teams with other staff to promote productive communication.

**Role Modeling/Resource and Referral**
- Display attitudes and behaviors that support the policies and philosophy of Housing and UCI.  
- Maintain general awareness of campus programming services and resources; refer staff & students to these resources when appropriate.

**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.
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, Tuesdays 5:00-7:00pm throughout the academic year.
- Attend training, in-services and staff retreats.
  - So that CAs 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 a Residence Life Coordinator or the Associate Director of Residence Life as soon as possible, and know that the exception may not be granted.
- Meet on a weekly basis with the Resident Advisor/Residence Life 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 Residence Life Coordinator when appropriate.
- Other duties as assigned.

Academic Standards
- Maintain full-time registration as an undergraduate (at least 12 units/quarter).
- Enroll in no more than 20 academic units/quarter.
- Maintain a minimum 2.4 GPA (cumulative & quarterly).

Outside Employment and Activities
- Time commitments related to outside employment need to be discussed with the Residence Life Coordinator in advance. The first priority needs to be academic success followed by the Community Assistant position.
- CAs must avoid conflict of interest situations and discuss issues when they arise.

Guidelines and Requirements for all Middle Earth Housing Student Staff:
- Commit to position for one academic school year (see start and end dates listed above).
- 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.
- Maintain a minimum quarterly and cumulative 2.4 GPA and be in good academic standing.
- Must attend required staff meetings.
- May be allowed up to 10 hours per week of outside activity, including off-campus employment, extra-curricular, or co-curricular activity, unless approved otherwise by supervisor.
- May not have another on-campus job during the term of the employment contract.
• May not participate in any outside work or activities except as appropriate and approved by the supervisor during training, Welcome Week, and opening and closing periods.
• 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 implementing progressive discipline.

Name: ____________________________________________

Signature: ___________________________ Date: ___________________________