The Middle Earth Attendants (MEAs) are responsible for providing general information about Middle Earth, and assisting with the overall operation of the Housing Office, and the Middle Earth Mailroom. Responsibilities include, assist with the reservation process of rooms and other recreational and programmatic equipment, mail processing, administrative support at the Middle Earth housing office. This includes monitoring use, keys and equipment, providing excellent customer service to Middle Earth residents and guests in the community, assisting with the overall maintenance and upkeep of the Centers, and assisting in the completion of various tasks and projects in support of the professional staff of Middle Earth. All Attendants are expected to work their assigned shifts on weekdays, weeknights, and weekends as well as those during finals weeks and on holidays. Attendants will be expected to meet with the Center Managers and/or their Professional Staff Supervisors as needed, and will be required to participate in mandatory staff meetings every other Friday and quarterly staff development trainings. Middle Earth Attendants are expected to assist the professional staff by working during Move in Weekend, Welcome Week, Move Out weekend, Celebrate UCI, and Spring Housing tours.

Supervisor: Office Manager; ME Housing Leads  
Wages: $11 per hour paid on a bi-weekly basis by check or direct deposit  
Dates: September 4th, 2018 – June 15, 2019  
Hours: Approximately 10-15 hours per week, not to exceed 19.5 hours per week  
Live-in: optional  
Meetings: Bi-weekly attendant meetings – Fridays 5PM – 6PM

In order to be considered for and maintain the Attendant position, the candidate must:  
- Customer service experience and skills  
- Experience with multi-tasking in a fast-paced environment  
- Work independently, take initiative, and be proactive  
- Team oriented, communicate effectively, and complete assigned tasks and projects  
- Attention to detail  
- Possess strong administrative, organizational, and time management skills  
- Ability to problem solving  
- Possess basic computer skills for data entry and knowledge of Microsoft Office  
- Be flexible with scheduling and have the ability to work during Winter and Spring breaks

Preference will be given to candidates who are able to demonstrate the following skills:  
- Have experience working in an office or similar environment  
- Have experience working in a community or public facility  
- Have experience with conflict-mediation skills

Compensation for the Attendant position tentatively starts at $11 an hour, working 10-15 hours per week, but no more than 19.5 hours per week. Mandatory Attendant staff meetings are held every other week on Fridays at 5pm. Attendants are paid bi-weekly by check or direct deposit. The start date is tentatively scheduled for September 4th, 2018, with an end date of June 15, 2019.
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
- 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 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, 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