MIDDLE EARTH STUDENT COORDINATOR OF COMMUNITY DEVELOPMENT
AND ACADEMIC OUTREACH

The Student Coordinator will work collaboratively with the Middle Earth Residential Life Team to assess the needs of the Middle Earth community and to facilitate the development of programs to address these needs. The Student Coordinators will also work with Middle Earth staff 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.

The Student Coordinator will work on an individual basis with fellow student staff to promote positive communication, and will provide the Residential Life Professional Staff with feedback concerning staff trends and needs throughout the academic year. Further, the Student Coordinator will play a key role in regular efforts to promote a sense of team among the student staff in Middle Earth. The Student Coordinator will be required to meet weekly with their supervisor and maintain regular office hours. The Student Coordinator should have experience with planning and implementing programs, and ideally will have prior leadership experience in Housing. The successful candidate should have strong communication and leadership skills, the ability to think creatively, and the ability to work independently.

With permission of the supervisor, may be allowed up to 10 hours per week of outside activity, including other employment, extra-curricular, or co-curricular activity. All time commitments need to be discussed with and approved by the supervisor in advance. All approvals of commitments will be reviewed based on student staff performance, ability to fulfill all duties required, and academic standing.

Supervisor: First Year Initiative Coordinator
Wages: tentatively $13.25 per hour paid on a bi-weekly basis by check or direct deposit
Hours: Approximately 15 hours per week
Live-in: optional

In order to be considered for and maintain this 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.
- Work well within a team, demonstrate flexibility, communicate effectively, and show attention to detail.

Academic Requirement:
- Maintain full-time registration as an undergraduate (12 units) or graduate (9 units) student.
- Enroll in no more than 20 academic units/quarter (request approval when more than 16 units).
- Maintain a minimum 2.4 cumulative GPA and a 2.4 GPA each quarter of employment (Also, the Winter and Spring Quarters 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 Middle Earth/Undergraduate Housing.
- Experience developing and gathering programming resources.
- Familiarity with Middle Earth and its programmatic offerings.

**Remuneration for the Student Coordinator position will tentatively be $12.75 per hour, working approximately 15 hours per week.** Student Coordinator is paid bi-weekly by check or direct deposit. The Student Coordinator is not required to live in the community for the academic year. The successful candidates will be expected to attend Student Coordinator Training in August. Start date is tentatively scheduled for August 23, 2018 with an end date of June 15, 2019.

**Position Description**
The Student Coordinator will work collaboratively with the Middle Earth 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 Middle Earth Academic and Community Excellence Staff**
  - Assist with training and supervision of Academic and Community Excellence Staff
  - Attend weekly Academic and Community Excellence meetings
  - Assist with the planning and facilitation of academic outreach programs including study groups, faculty programs, passive information, and the annual Brain Brawl competition.

- **Managing and taking inventory of the student staff space and supplies**
  - Organizing supply requests.
  - Ordering supplies.
  - Maintaining a supply calendar.
  - Keeping staff space clean and orderly.

- **Working with Fellowships**
  - Assisting in the training and team development for Fellowships.
  - Tracking Fellowship social planning and execution.
  - Manage the Fellowship social budget.

- **Outreach Efforts**
  - Assisting with the coordination of Spring tours.
  - Assisting with the organization and orchestration of Celebrate UCI.

- **Other Responsibilities**
  - Attending weekly and regular meetings with supervisor.
  - Attending staff trainings.
So that Student Coordinators 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 the First Year Initiative Coordinator or the Associate Director of Residence Life as soon as possible, and know that the exception may not be granted.

- Maintaining regular office hours.
- Completing various administrative tasks accurately, completely, and promptly
- Other duties as assigned.

**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.

***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: ____________________________