MIDDLE EARTH MANAGEMENT TEAM ASSISTANT

The Management Team Assistant (MTA) works cooperatively with the Middle Earth professional staff and is directly supervised by the Business Manager. The MTA assists Middle Earth in a variety of projects in Residence Life, Operations and Business & Finance. The MTA will have access to confidential files and must sign a confidentiality agreement. Ideally, the MTA works 2-3 hours per day but no more than the 19.5 maximum per week than is allowed by University policy. The schedule is flexible and the supervisor works with the MTA to find work hours that are to everyone’s benefit. Work hours will usually occur during regular business hours (Monday-Friday, 8:00am-5:00pm), but some evening and weekend hours will be required such as Move-in and Move-out. The successful candidate will be required to work during the summer of 2019 and throughout the entire 2019-2020 academic year.

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 Middle Earth or Student Housing.

Supervisor: Business Manager
Wages: tent. $14.25 per hour paid on a bi-weekly basis by check or direct deposit
Hours: Approximately 10-15 hours per week, not to exceed 19.5 hours per week
Live-in: optional
Meetings: TBD

In order to be considered for and maintain this position, the candidate must:
- Have and maintain at least a 2.4 cumulative and quarterly GPA.
- Have proven leadership experience.
- Have experience with multi-tasking in a fast-paced environment.
- Have the ability to work independently, take initiative, and be proactive.
- Work well within a team, demonstrate flexibility, communicate effectively, and show follow-through and attention to detail.
- Possess strong administrative, organizational, and time management skills.
- Possess good decision-making skills.
- Be proficient in Microsoft Outlook, Word and Excel.

Preference will be given to candidates who are able to demonstrate the following skills:
- Have experience leading a group of peers.
- Have excellent customer service experience/skills.
- Have experience working in a community or public facility.
- Have experience organizing large-scale events and/or programs.
- Have acquired conflict-mediation skills.

Remuneration for the Management Team Assistant position will tentatively be $12.50 per hour. MTAs work around 15 hours per week. MTAs will be paid bi-weekly by check or direct deposit. The start date is tentatively June 10, 2019 with an end date of June 13, 2020.

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: _____________