

2007-2008 Hall Staff Job Description

PROGRAM ASSISTANT

Under the direction of a Resident Director, the Program Assistant (PA) is responsible for fostering a comprehensive residential life program that promotes academic success, community development, and transitional support within the residence halls. As an employee of Residential and Student Service Programs, each PA will work with his/her staff to administer and enforce policies and procedures as outlined in the Office of Student Development Staff Manual, University of California Personnel Policies and Procedures, "Bear Necessities" and the "University of California Policies Applying to Campus Activities, Organizations, and Students" handbook.

The Program Assistant's role is diverse and encompasses programming, student leadership, administrative and staff responsibilities. The position requires strong leadership skills in order to accomplish the goals of the Office of Student Development. The Program Assistant will serve as a resource to staff and students.

QUALIFICATIONS

- Undergraduate or graduate student in good standing with the university and possessing a minimum 2.300 cumulative GPA and good standing with the University at the time of application and throughout the period of employment. Please note that GPA does not round up, any GPA below a 2.300 (2.299 or below) will make you ineligible for the position.
- Full-time academic status (12-13 units per semester) during period of employment. Exceptions must have the prior approval of the Resident Director and Assistant Director.
- Minimum of one year residence in a college or university residence hall, or a similar group living experience such as a Greek house, co-op, or theme program prior to term of employment.
- One year of live-in residential hall staff experience required.

TERMS OF EMPLOYMENT

1. The Program Assistant is expected to serve as a role model for all residence hall policies and procedures. Failure to serve as a positive role model may result in personnel action up to and including dismissal.
2. Maintain the required 2.300 minimum GPA throughout the term of employment. The hired Program Assistant must submit a copy of an official grade report to the Office of Student Development. Spring 2007 grade report must be submitted by July 1, 2007, and your Fall 2007 grade report must be submitted (through the supervisor) within the first week of classes of the Spring 2008 semester in order to ensure compliance with the academic requirements of the position.
3. Maintain full-time academic status (12-13 units per semester) throughout the term of employment. Exceptions must have prior approval of the Resident Director and Assistant Director.
4. The period of employment for this live-in position commences on Sunday, August 5, 2007, prior to the opening of the halls and ends in the afternoon on the date of the closing of the residence halls, May 23, 2008.
5. Mandatory attendance in Spring Orientation in April 2007 to be conducted following selection (info included in selection letter). The time commitment will be approximately 4-6 hours (including but not limited to the evening of Tuesday, April 10, 2007).
6. Active participation in the PA Training Weekend, March 3-4, 2007 (information will be included in the selection letter).
7. Active participation in staff training which occurs prior to the beginning of the Fall 2006 semester (5pm, August 5 – August 19, 2007), and prior to the beginning of the Spring 2006 semester (5pm, January 13 – January 21, 2008), as well as on going system-wide and area staff in-service training programs.
8. Participation in the opening and closing of the halls prior to the beginning of the Fall 2007 semester, Spring 2008 semester and throughout the academic year. Fall 2007: The halls open August 18 & 19, 2007, and close December 21, 2007. Spring 2008: The halls open January 14, 2008 and close May 23, 2008. Preparation for and implementation of opening and closing of the halls may include, but is not limited to: administrative preparation, programmatic preparation, logistical preparation, and physical preparation of floors/suites, hall/area, and unit for opening and closing.

9. The Program Assistant must be available to residents and staff during the evening hours and weekends and must be willing to commit a significant amount of time (approximately 19 hours per week) to the position.
10. All extended hall absences (more than 24 hours) must be arranged in advance with the Resident Director. Absences will not be approved the first and last two weeks of each semester.
11. Any major time commitments (i.e. running for ASUC Senate, additional employment exceeding 15 hours a week, etc.) outside the residence hall staff position must be discussed and approved in advance by the Resident Director.
12. Continued employment is contingent upon a satisfactory job performance evaluation by the supervisor. Satisfactory job performance evaluation is defined as meeting expectations as defined by the job evaluation in all areas of the job description.
13. All hall staff must have telephone service in their room. Residential and Student Service Programs provides an allowance for installation and monthly service charges. While Program Assistants must have a telephone line, it is recommended that they also have an answering machine.
14. Program Assistants will receive single room and board during the live-in period of employment as compensation for their work.

BASIC FUNCTIONS AND RESPONSIBILITIES

The Program Assistant supports the Office of Student Development in the development of a student life program within the residence halls. The specific responsibilities of the Program Assistant position are divided into the following categories:

(A) PROGRAMMING RESPONSIBILITIES

- 1) Serve as a resource to Resident Assistants, Theme Program Advisors and Security Coordinators in their development and implementation of educational, cultural, recreational, social, and faculty programs.
- 2) Participates in major hall or area functions and encourages residents to participate in campus and community events (i.e. events sponsored by Hall Association, Co-Board, Health Workers, Hall Staff, Academic Centers, ASUC and campus wide events, etc.).
- 3) Meet bi-weekly with Resident Assistants, Theme Program Advisors and monthly with Security Coordinators to discuss current and future programs.
- 4) Complete 3 (three) major building/area or unit programs and a project each semester under the supervision of the Resident Director and in conjunction with other hall staff and student leaders.
- 5) Assist with the coordination of Fall and Spring Welcome Week programs. This includes being available opening night and assisting with the coordination of area/hall meetings that orient students to residential services and resources and assists in the transition of new students.
- 6) Coordinate and develop programming calendar for the area. Calendar should be posted in an area that is accessible to staff (e.g. the Resident Director's office) and should be updated on a weekly basis. Information on the calendar should include but is not limited to: title of event, time of event, location of event and which staff member(s) are responsible for the implementation of the program.
- 7) Compile Program Implementation Forms (P.I.F.'s) and evaluation forms on all activities. Implement a system of program tracking for your area, and post as directed by the Resident Director.
- 8) Assist with the selection, training, and supervision of the unit Student Orientation Staff (SOS) members.
- 9) Maintain updated bulletin boards as directed by the Resident Director.
- 10) Responsible for the implementation and coordination of CAL Day (April 21, 2008*) and Room Draw (April 24, 2008*) in conjunction with the Resident Director.

(B) STUDENT DEVELOPMENT & COMMUNITY DEVELOPMENT RESPONSIBILITIES

- 1) Encourage a positive living/learning environment through academic integration activities and programs, working closely with the Academic Center staff in the area. This includes, but is not limited to supporting and

helping publicize Academic Center and other campus academic services, including tutoring, advising, courses, faculty involvement programs, and the Computer Center.***

- 2) Encourage the personal, social, and academic development of students. This responsibility involves spending a significant amount of time in the area or building and getting to know students on an individual basis. "Significant amount of time" should include, but is not limited to the following: being available to assist students, planning programs, attending hall association meetings, visibility in the halls, and dining commons, etc.***
- 3) Demonstrate a working knowledge of campus agencies and their services and functions in order to provide academic, social, and personal counseling and/or referral.
- 4) Respond to student behavior that is inappropriate and/or in violation of campus policies and procedures, such as behavior which endangers the health and safety of residents, and behavior which results in damage to University property. This responsibility involves confronting the action that is in question, documenting the incident(s) within 24 hours and utilizing residence hall and University conduct procedures.***
- 5) Relate student concerns relating to residence life (i.e. policies, procedures, dining services, maintenance) to the appropriate units of the Department of Housing & Dining Services (i.e. RD, AD, Dining Commons Manager, Facilities Manager, etc.).
- 6) Serve as a constructive and positive role model for personal behavior and academic pursuits and adhere to all residence hall policies. Role-model appreciation of differences and assist students in developing an understanding of diverse cultures and lifestyles. Respect and treat all individuals fairly and equitably by being open and understanding of sexual orientation, cultural, and ethnic diversity issues.***

(C) HALL ASSOCIATION RESPONSIBILITIES

- 1) Support and encourage student leaders in the development of an effective Hall Association. Serve as an advisor to Hall Association Executive Committee providing them with resources and assistance as needed. Attend both Executive Committee and general body meetings as directed by the Resident Director.***
- 2) Assist in the coordination of Hall Association elections in the beginning for Fall and Spring semester officers. This includes, but is not limited to, publicizing elections, soliciting candidates, coordinating candidate informational meetings and speeches night, staffing the election table, and tabulating the ballots.***
- 3) Assist in the coordination and implementation of Hall Association officers' training and orientation for the Fall and Spring semester positions. This includes, but is not limited to, planning and facilitating training sessions, and facilitating on-going training throughout the semester as needed.***

(D) STAFF & ADMINISTRATIVE RESPONSIBILITIES

- 1) Attend and participate in the Spring 2007, Fall 2007, and January 2008 Training Programs, as well as in on-going system-wide staff in-service training programs.***
- 2) Attend weekly hall staff meetings or unit meetings prepared with weekly reports as required by the RD. Hall staff meetings will be on Tuesday evenings from 7 p.m. - 10 p.m. Time commitments for these meetings vary.***
- 3) Coordinate and develop program tracking for the area for weekly submission to the Office of Student Development.***
- 4) Ensure that your RD is informed and updated on all aspects of your work. This responsibility will entail meeting regularly with your RD to share job-related information, receive feedback and develop job-related skills.***
- 5) Participate in all individual, staff and group evaluations as planned by the Office of Student Development.***
- 6) Complete administrative tasks as needed (i.e. incident reports, maintenance tags, fire and health safety checks, weekly community development activities logs, program implementation forms, and evaluations, etc.) in a timely and efficient manner.***
- 7) Actively participate in the selection process for hall staff for the next academic year.

(E) RELATED DUTIES

- 1) Maintain positive working relationships with other The Office of Student Development staff, as well as the Department of Housing & Dining Services staff members.
- 2) Do not duplicate or loan keys to unauthorized persons. Master keys are to be kept in their designated, secure location at all times when not in use and are not to leave the building or area without authorization.
- 3) Be responsible with special staff privileges (i.e. use of office, phones, keys, OSD/RSSP van, office equipment, etc.).***
- 4) Maintain confidentiality and objectivity in all matters related to students and staff.***
- 5) Perform other duties as assigned by the Resident Director or the administrative staff of Housing & Dining Services.***

** = these dates are subject to change based on proposed revisions to the Academic Calendar*

**** = indicates essential job duties*

This position is subject to a criminal background check. Driving is preferred. If driving, a DMV check for driving record and valid driver's license is required. This position meets the following background check criteria:

- Master key access to residence or other facilities.
- If driving, responsibility for regularly operating vehicles, machinery, or toxic systems that could cause accidental death, injury, or health problems.

Works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.