MERRILL COLLEGE
ER # 4379 - Historian
Description 2014-2015

Merrill College values its diverse and multicultural community, and is committed to nurturing global consciousness. Merrill College is committed to fostering a safe and healthy environment where a diverse population of individuals can live, learn, work, and grow. The Merrill Leadership and Programming team includes Programs Assistants (PAs), the Assistant College Programs Coordinator (ACPC), the Historian, the College Programs Coordinator (CPC), and the College Administrative Officer (CAO), and in addition works closely with Residential Life. Historians work under the general supervision of the Assistant College Programs Coordinator (ACPC) and the College Programs Coordinator (CPC).

Historians are responsible student staff who are committed, invested, and active members of the community. Historians are responsible for archiving Merrill student events, promoting the office's programs through social media, participating in social and educational programming opportunities, working on a staff team, and cataloging the historical development of the college and its student body.

The following description addresses the overall duties and responsibilities of the Historian position. This document does not cover all job expectations or specific procedures for completing these responsibilities.

Historians are expected to understand these responsibilities. All staff must also review and abide by additional policies and specific procedures described in other documents including, but not limited to their supervisor's expectations, University expectations for employees, University policies, and all local, state and federal laws. Failure to abide by the rules and regulations may result in termination. If there is a need for clarification, please contact the CPC.

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ACADEMIC AND JUDICIAL REQUIREMENTS
- Must be a registered UCSC student throughout the 2014-2015 academic year.
- Must be a full-time student in good academic standing making reasonable progress toward a degree objective. Must maintain a cumulative GPA of at least 2.50 and attain at least a 2.50 GPA each quarter. These requirements must be met at the time of application, as well as throughout the term of appointment.
- Must be enrolled in a minimum of 12 units each quarter and may not exceed the average academic workload (3 classes per quarter or 15 units + a 2 unit lab) unless approved by the Academic Preceptor and CPC in advance.
- Must be in good conduct/judicial standing and remain so throughout the academic year.

OTHER REQUIREMENTS AND QUALIFICATIONS
- Must be willing to commit to all responsibilities and functions of the position for the full academic year.
- Must be able to attend staff meetings held throughout the academic year.
- Experience with digital video recording and editing.
- Possess effective written and verbal communication skills
- Experience and enthusiasm for photography, graphic design, photobooking, and publications.
- Ability to use discretion and good judgment with confidentiality and public relations.
- Must be easily approachable, friendly, open, able to establish rapport with students.
- Must possess strong record keeping and photo-release tracking abilities.
- Must be able to model community standards.
- Must abide by current copyright laws and individual photo rights.
- Ability to work well on projects both independently and with supervision.

DATES OF EMPLOYMENT
- The Historian position is for one academic year. The period of employment is from the first day of Fall Quarter, October 2, 2014, through graduation of Spring Quarter, June 16, 2015.
- All training and meetings are mandatory with exceptions to be granted by the CPC in advance. Please refer to the Training Requirements detailed below.

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MEETINGS

• **Staff Meetings**: Historians are required to attend and actively participate in Staff Meetings, the time of which will be set based on schedules each quarter, with the exception of University Holidays, Finals Week, and quarter break periods.

PRIVACY

Historians will strive to develop a relationship of trust and confidentiality with staff, their supervisor, and the student body. Privacy is essential to the health, welfare, and safety of the students, and Historians are expected to communicate clearly and effectively, the limits of photo confidentiality and right to privacy.

ROLE MODELING AND POLICY COMPLIANCE

• One of the critical duties a Historian performs is serving as a role model to other students. The Historian is a public figure and his/her image has much to do with the integrity of the individual, respect of his/her constituents, strength of the organization, and morale of the staff.

• For this reason, the Historian is required to adhere to all federal, state and local laws and the policies of the University of California, Santa Cruz as outlined in the *Student Policies and Regulations Handbook* which can be found at [http://www2.ucsc.edu/judicial](http://www2.ucsc.edu/judicial), the university housing contract, as well as the campus Standards of Community.

• Violations of laws and policies described above may be grounds for immediate dismissal and/or student judicial action.

SAFETY AND SECURITY

In conjunction with other college staff, Historians are responsible for maintaining a safe and secure environment.

• Historians will notify the CPC, ACPC, CSO or Campus Police of any suspicious or unfamiliar persons at sponsored events.

• Historians will report any tampering with or damage to emergency equipment (fire extinguishers, alarms, fire doors, emergency lights, etc.).

COLLEGE-WIDE PROGRAMS AND EVENTS

As leaders and representatives of the college, Historians may be required to participate in college-wide programs including:

• **Move-In** (orientation week, moat jam, Merrill the Musical, etc.) (Fall Quarter)

• **Family Day** (Winter quarter)

• **Alumni Day** (Spring Quarter)

• **Moat Day** (Spring Quarter)

• **College Nights** (2 per quarter)

• **Commencement** (optional) (Spring Quarter)

ASSIGNED ARCHIVING AND POSTING REQUIREMENTS

• Photography at Merrill events, including college nights, college-wide programs and hall-specific events. General photography of Merrill College and Merrill student life.

• Maintain social media sites associated with Merrill College for event promotion and affiliated community outreach.

• Inform students of copyright, and rights to confidentiality and privacy jurisdictions where appropriate.

• End products may include archive quality album of pictures from the school year, slide show of same, and small selection of representative photos for reunion banner. Time and interest permitting, may also include small college yearbook.

• Post approved flyers and banners from Merrill affiliates and the greater UCSC community at designated posting spaces.

• Maintain currency and integrity of dedicated Merrill posting spaces and associated grounds.

SUPERVISION

Historians are directly supervised by the Assistant College Programs Coordinator (ACPC) and the CPC.

BASIC REMUNERATION (campus package)

Historians are paid a standard rate of $9.50 per working hour.

*Note*: all Historians must be eligible for Campus Work Study Funds

RE-APPOINTMENT

Historian appointments are for one year. Historians may be hired for additional years, contingent upon successful performance and completion of the academic year, and if the needs of the activities and programming office are congruent with the offerings and eligibility of the employee. The re-appointment process will differ from the new candidate selection process.

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