

# **MERRILL COLLEGE Programs**

## **Assistant Job ER # 6255**

### **Description 2015-2016**

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 Activities and Programming team includes Programs Assistants (PAs), the Assistant College Programs Coordinator (ACPC), the College Programs Coordinator (CPC), and the College Administrative Officer (CAO), and in addition works closely with Residential Life. PAs work under the general supervision of the Assistant College Programs Coordinator (ACPC) and the College Programs Coordinator (CPC).

Programs Assistants are responsible student staff who are committed, invested, and active members of the community. PAs are responsible for developing and maintaining community, providing social and educational programming opportunities, working on a staff team, developing and implementing large scale events, developing Merrill spirit, and fulfilling administrative responsibilities.

The following description addresses the overall duties and responsibilities of the PA position. This document does not cover all job expectations or specific procedures for completing these responsibilities. Detailed information will be provided in the Student Leadership class and during training.

PAs 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, Merrill College 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 2015-2016 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 training(s) and weekly staff meetings held throughout the academic year.
- Possess assertive leadership skills and ability to exercise good judgment.
- Possess effective communication skills
- Ability to use authority with discretion and accept responsibilities of serving in an administrative capacity.
- Ability to work well in a team.
- Must be easily approachable, friendly, open, able to establish rapport with students.
- Must be able to complete training and class requirements with sufficient proficiency to perform all job related duties.
- Must be able to model community standards.

#### DATES OF EMPLOYMENT

- The CPA position is for one academic year. The period of employment is from the first day of Fall Quarter, September 24, 2015, through graduation of Spring Quarter, June 11, 2016.
- All training and meetings are mandatory with exceptions to be granted by the CPC in advance. Please refer to the Training Requirements detailed below.

## TRAINING

PAs are required to attend all scheduled trainings. Required training includes the following: Successful completion of training is mandatory to be hired as a PA, training is not paid.

- Fall Training 2015:  
--Starting full-time approximately 2-3 weeks prior to the start of fall quarter. This year's training begins September 2nd, 2015.
- Winter Training 2016:  
--This is usually the first day of winter quarter & the day before instruction begins.

## MEETINGS

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

*Failure to attend all training sessions and meetings and/or unexcused absences may result in termination.*

## CONFIDENTIALITY

PAs will strive to develop a relationship of trust and confidentiality with Residential Life staff as well as the supervisor and college administration. Confidentiality is essential to the health, welfare and safety of the students PAs are expected to communicate, clearly and effectively, the limits of confidentiality.

## ROLE MODELING AND POLICY COMPLIANCE

- One of the most critical duties a PA performs is serving as a role model to other students. The PA 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 PA 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>, the Merrill College Handbook, the university housing contract, as well as the campus Standards of Community.
- PAs must abide by and enforce all university policies. 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, PAs are responsible for maintaining a safe and secure environment.

- PAs will notify the CPC, ACPC, CSO or Campus Police of any suspicious or unfamiliar persons at sponsored events.
- PAs will report any tampering with or damage to emergency equipment (fire extinguishers, alarms, fire doors, emergency lights, etc.).
- Assist with emergency preparedness programs, including fire drills.

## EMERGENCIES

- Utilize and refresh knowledge of emergency procedures and First Aid skills received during training.
- Remain available to assist and support staff, CPCs, CREs, CSOs, Police, and Fire personnel during emergencies.
- Know and be willing to participate in crisis intervention procedures as outlined in training.

## COLLEGE-WIDE PROGRAMS AND EVENTS

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

- Move-In (Fall Quarter)
- Moat Jam, Halloween Dance (Fall Quarter)
- Family Day (Winter quarter)
- Alumni Day (Spring Quarter)
- Moat Day (Spring Quarter)
- College Nights (2 per quarter)
- Commencement (Spring Quarter)

## ORIENTATION

PAs will participate in new student orientation programs as assigned. Orientation activities are scheduled during the first week of fall quarter.

## COMMENCEMENT

PAs must participate by working during the Merrill College Commencement Weekend held in June. Working as part of the college team, PAs are given various assignments.

## ASSIGNED PROGRAMMING REQUIREMENTS

- Develop, implement, and evaluate programs throughout the academic year according to criteria provided by the CPC. Actively survey students' needs/interests, and provide a variety of programs each quarter.
- Promote and enhance interaction among students, staff, and faculty.
- Include students in appropriate aspects of program planning, clean up, and evaluation.
- Assist others, including the Coordinators Residential education, Resident Assistants, Orientation Leaders, Academic Preceptors, and Peer Advisors, in establishing various programs, which tie together the residential, social, and academic life of the College.

## SUPERVISION

PAs are directly supervised by the Assistant College Programs Coordinator (ACPC) and will also work in liaison with other college staff members.

## EVALUATION

In an atmosphere of constructive feedback, coaching memos and evaluations will be presented to each PA throughout the year. Evaluations may be a combination of student surveys, peer evaluations, supervisor feedback and the PA's own perceptions of how she/he is doing on the job. Evaluations are viewed as a tool to help improve the overall quality of the experience for the CPA and the students.

## BASIC REMUNERATION (campus package)

PAs are paid a standard rate of \$9.50 per working hour. PA positions begin after the successful completion of the Student Leadership class and Fall training. While hourly pay is not relevant during training periods, board will be provided.

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

## RE-APPOINTMENT

PA appointments are for one year. PAs 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.

**Special Note:** More specific details of job responsibilities will be covered during class/training sessions and in the staff manual. If there is a need for clarification, please contact the College Programs Coordinator.

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