

## POSITION DESCRIPTION

The Summer Team Norm (STN) is a live-in paraprofessional member of UCR Residential Life with a high-level of responsibility to support the Residential Life department's mission to be "committed to the development of a safe and inclusive, living and learning community, which holistically fosters academic, social, cultural, and personal growth."

The STN lives in one residential community and assumes responsibility for evening activities during Highlander Orientation. The STN works on a team to develop, plan, promote and execute department-wide initiatives that help to enhance the orientation experience for incoming students. The programs and activities take place in the residential communities but may extend to other campus locations as needed.

The STN position is responsible for responding to changing needs and situations and requires maturity, integrity, flexibility, adaptability, enthusiasm, commitment, strong administrative skills, and a willingness to grow in all areas.

The members of STN are under the leadership of the Assistant Resident Director of Residential Experiences and direct supervision of the Assistant Director of Transitional Initiatives and Retention.

STN will also assist in with Residential Life Highlander Orientation presentations and tabling during the Highlander Orientation resource fair.

Additional guidelines are provided in the Conditions of Employment, and expectations set by the department, communities, and individual supervisors.

## ESSENTIAL FUNCTIONS

- Attend and actively participate in ALL trainings, programs and meetings.
- Assist with the organization, planning, and implementation of evening activities.
- Serve as a good role model and maintain good academic and conduct standing.
- Must exhibit positive behaviors to staff and students, and family members which are: caring, enthusiastic, courteous, cooperative and approachable. All communication should avoid inappropriate topics, be professional and avoid profanity.
- Be able to work effectively with a diverse group of student leaders and to promote the benefits of diversity.
- Be on time for all work-duties.
- Check email regularly.
- You may also be expected to stay updated through other methods of communication requested by your supervisor.
- Must keep supervisor/staff informed about issues, concerns, or problems which arise.
- Report student behavior that is inappropriate and/or in violation of campus policies and procedures (i.e., behavior that endangers the health and safety of residents or results in damage to University property).
- Serve as a constructive and positive role model for personal behavior and academic pursuits and adhere to all Housing and University policies.
- Assist with other duties as assigned.

## Administrative Responsibilities

- Attend and participate in training sessions, staff meetings, supervisory one on one meetings, in-service sessions, and staff development activities.
- Complete tasks such as planning for programs and events, post-program reconciliation, maintain contact with team members and AD of Transitional Initiatives & Retention.
- Develop and host Highlander Orientation Evening Activities for overnight Orientation Students. Create quality posters and marketing for activities.
- Assist with tabling during Highlander Orientation Involvement Fair Expo.
- Assist with Highlander Orientation "Living on Campus" Student Presentation.
- Assist Residential Life Professional Staff in Resident Services Offices every week.

## POSITION REQUIREMENTS

- Contract dates: June 18, 2024 through August 31<sup>st</sup>, 2024.
- Maintaining a cumulative GPA of 2.3 UCR grade history will be reviewed.
- Must pass a background check.
- Must remain in good standing with Residential Life, Housing Services, and Student Conduct and Academic Integrity Programs (SCAIP).
- Responsible for reading, understanding, and following all policies and practices contained in the Conditions of Employment and expectations by department and supervisor(s).
- Must inform supervisor of significant periods of time away (72 hours) from residential community.
- May not hold any other employment or co-curricular position that exceed ten hours without prior approval from supervisor.
- Other employment, co-curricular positions, and extra-curricular activities may not interfere with fulfillment of job responsibilities. Must receive prior approval from professional staff supervisor.
- Must follow additional expectations provided by the department and supervisor throughout the employment period including conditions of employment.
- Time Commitment\*
  - Evening Activity: 6-8 hours per week
  - Residential Life Presentations and Tabling: 3 hours per week
  - Administrative / Office Assistant Support: 2-5 hours per week
  - \*Times are estimates and will be adjusted accordingly

**RENUMERATION**

- A space in a residential community (apartment or residential community)
- Summer meal plan beginning when Summer Session starts and in accordance with Dining's availability and schedule

***I have read the complete job description for the Program Coordinator position. I understand and accept each requirement and expectation of the position.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preparer's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)