

Oakes College Community Assistant Job Description 2018-19

GENERAL DESCRIPTION

The Oakes College Programs Office strives to provide meaningful opportunities for interaction among students through a variety of social and educational programs. We believe in creating a welcoming, inclusive and supportive college community that supports all students in their own development. The Community Assistant (CA) plays an important role in building and fostering a sense of community among all Oakes students, including those in residence and off-campus.

MINIMUM QUALIFICATIONS

- Must be a full-time UCSC student and willing to hold position for the full academic year
- Must maintain a 2.5 cumulative GPA or higher at the time of application as well as throughout the period of employment
- Must be in good judicial standing. Any judicial violations incurred after applying to the position may disqualify a candidate from the process

COMPENSATION & DATES OF EMPLOYMENT

- Pay rate: \$11.50/hour
- Average hours per week: 8-10 hours
- Dates of employment: September 21, 2018 through Sunday, June 17, 2019
 - Employment begins after Spring and Fall training has been completed
 - During Fall Training, Community Assistants are compensated with room and board and a stipend of \$300, not an hourly wage
- Community Assistants are appointed for one academic year only. Re-appointment is based upon excellent performance and a re-application process

IMPORTANT DATES (subject to change)

Spring Training	5 weekly trainings during Spring Quarter: Mondays, 6-8 PM
Fall Training	Tuesday, September 4 - Thursday, September 21, 2018
Move In & Welcome Week	Friday, September 22 - Saturday, September 29, 2018
Staff Meetings	Mondays, 7:00-9:00 PM (every week of academic year)
Winter Retreat	January 3 or 4, 2019
Commencement	Weekend of June 16-17, 2019

DUTIES & RESPONSIBILITIES

1. Training & Meetings

- Attend all required staff trainings
- Attend weekly staff meetings during the academic year (Monday, 7:00 - 9:00 PM)
- Attend weekly 1:1 meetings with supervisor at regularly scheduled times

2. Program Development

- Serve on Oakes Welcome Leader event planning committees to support the development, planning, and implementation of Welcome Week
- Work in a team to develop, plan, and implement major college-wide social events such as College Nights (2 per quarter), Spirit Week, Block Party, Underdome 3-on-3 Basketball Tournament,...etc.
- Collaborate with Neighborhood Assistants and other campus partners to plan and carry out programming that addresses the college theme, as well educational, social, wellness, and multicultural themes and issues
- Utilize inclusive programming guidelines to ensure programs are welcoming to all members of the campus community
- Follow zero-waste guidelines to reduce the amount of waste sent from events to the landfill
- Develop and post at least one passive educational program per academic year

3. Community Involvement

- Maintain clear and ongoing communication regarding past and upcoming events with residential life staff and Oakes College Senate
- Regularly collect feedback from a wide variety of Oakes College affiliates on past programs and ideas for new events
- Uphold and role model the UCSC Principles of Community and the Oakes College Mission Statement

4. Administrative Responsibilities

- Fulfill at least 2.5 hours of weekly office hours in the Student Life Office
- Create and distribute flyers, posters, and other forms of advertisement to publicize events
- Shop for program materials and submit receipts and purchase-related documentation
- Keep records of event plans, details, and post-program evaluations
- Communicate in a timely manner, by phone and email, with campus partners, teammates, professional staff members and supervisor
- Maintain the Production Room and storage units in orderly condition

6. Miscellaneous Responsibilities

- Participate in set-up, event management, and clean-up for Oakes Senate and/or Oakes College sponsored events
- Fulfill 4-hours of commencement related support during Finals Week of Spring Quarter
- Work Move-In and Commencement
- Work on special projects with the College Programs Coordinator and/or Student Life Assistant
- Other duties as assigned