

Programs Assistant / Community Assistant (PA/CA)

Job Description

2021-2022

Skills Knowledge and Abilities Required: Programs/Community Assistants (PA/CA) are members of the College Student Life Team and are primarily responsible for creating, implementing and evaluating community-wide programs/events at their college. They also serve as a resource for students and are an active community leader of their college.

This position requires demonstrated ability to exercise consistent good judgment, discretion, sensitivity, leadership, creativity, follow through and attention to detail.

The following description addresses the overall duties, responsibilities and expectations of the PA/CA position. This document is by no means exhaustive and applies to the functions of the role. Detailed information will be provided during employment training.

Minimum Qualifications

- Must be a registered UCSC student
- Must be willing to fulfill student staff position for the duration of the academic year
- Must commit to all responsibilities and functions of the position
- Must be willing to acquire knowledge of the College theme
- Excellent organizational and administrative skills
- Demonstrated ability to work independently in a team environment
- Demonstrated ability to work collaboratively in a team environment
- Demonstrate effective communication practices, self awareness, emotional intelligence, and relationship building skills in order to successfully work on a team and work through conflict/success
- Must maintain a 2.5 cumulative GPA from the time of application throughout employment
- Must be in good student conduct standing:
 - Good student conduct standing is defined as anything below probation and no findings of responsibility for Sexual Violence/Sexual Harassment (SVSH) policy violations
 - Academic integrity violations may also impact eligibility
- Must be willing to work a minimum of 10 hours weekly

Preferred Skills And Qualifications

- Affiliation with College of interest
- Demonstrated interest in student leadership, community-building, mentorship or skills development
- Demonstrated knowledge and ability to use web and computer graphics software to

create flyers, brochures, and other desktop publications (i.e. InDesign, Photoshop, Canva, etc.)

- Work Study program participation/funding

Compensation & Dates Of Employment

- PA/CAs are paid hourly and may receive additional funding for training and development within the position
- Tentative dates of employment: **August 27, 2021 – June 17, 2022**
 - PA/CA appointments are for one academic year
 - PA/CA candidates must reapply for their position annually
 - PA/CA 10 weekly hours include: office hours, meetings and administrative work, scheduled work at various events and activities, and other duties as assigned
 - Additional hours may be requested, pending funding availability, and will be determined on a case by case basis
 - Staff may be required to work more hours during peak times of the year, such as during fall training or commencement
 - This may also include remote work projects, assisting in managing social media, and online platforms such as Discord, Steam, Twitch, and others subscribed to by the College Programs Office to ensure on-going and appropriate content.

Important Requirements & Dates

- Fall training is required and can be up to three weeks prior to move-in
- Commencement is June 10-12, 2022

Responsibilities

- Trainings & Meetings
 - Attend all required staff trainings
 - Attend staff meetings during the academic year
 - Attend one-on-one meetings with supervisor
- Program Implementation
 - Create, implement, and evaluate programming that addresses the college's theme and learning goals
 - Review and understand and work with College Student Life Curriculum
 - Partner with Residential Life staff regarding needs and programming opportunities between/amongst units
 - Participate in the set-up and tear-down of events and programs
 - Assist with campus-wide events such as Move-In, Welcome Week, Commencement, etc.
- Community Involvement
 - Facilitate programs with intentional learning outcomes that explore social justice

themes including the dynamics of power and privilege, gender, cultural diversity, sexual orientation, ability, class, etc.

- Facilitate programs with intentional learning outcomes that explore peer supported development in transition to a college environment, interpersonal communication, time management, project team management, independent living skills, fiscal literacy and management, etc.
- Regularly collect feedback on activities
- Effectively interact with diverse populations
- Implement, and evaluate collaborative programs with campus partners
- Uphold and role model UCSC's Principles of Community
- Administrative Responsibilities
 - Maintain regular communication with supervisor and regularly check UCSC email
 - Create, distribute, and remove outreach materials for events and programs
 - Must adhere to applicable campus policies
- Other duties as assigned by the College Programs professional staff