Programming Coordinator
Job Description for 2021-2022 Academic Year

The Programming Coordinator (PC) is a member of the Housing and Residence Life team that is responsible for the general administration, development, and implementation of student life programs in the residence halls. Under the direction and supervision of a Resident Director (RD), or Area Coordinator (AC), the Programming Coordinator is responsible for area programs during the week and weekends. The PC is responsible for guiding students in the creation of diverse and dynamic programming that will form the social dimensions of Housing students. This position will be responsible for the execution of events to give students an opportunity to socialize and engage in an alcohol and drug-free environment. Position requires the successful candidate to be able to work days and evenings throughout the week, including the weekend.

I. REQUIRED QUALIFICATIONS
   a. Enrollment as a full-time undergraduate (12 credits) or graduate (9 credits) student at the University of Idaho.
   b. Prior attendance at the University of Idaho for a minimum of one semester.
   c. Be in good academic standing with the University of Idaho.
   d. Be enrolled in a maximum of 16 credits per semester. Exceptions can be made by the Assistant Director of Residential Engagement.
   e. Be involved in no more than 10 hours total of outside activities (other employment, clubs and organizations, etc.) per week.
   f. Must have excellent oral and written communication skills.

II. PREFERRED QUALIFICATIONS
   a. Prior group or community living experience
   b. Prior programming experience with the Residence Hall Association, Community Assembly, Campus Programming Board, or other Campus event planning organizations.
   c. Demonstrated leadership experience
   d. Demonstrated experiences with campus and community involvement

III. TEAM TRAINING, DEVELOPMENT, & RELATIONS
   a. Must attend the Spring Residence Life seminar, Fall Residence Life Team Training beginning on Friday, August 6, 2021 and Spring Training beginning on Friday, January 7, 2022 for all Residence Life Staff. It is expected that employees attend all trainings.
   b. Regular one-on-one meetings with Supervisor and other residence life staff as needed.
   c. Attend departmental in-service meetings Wednesdays from 4:30-6:30pm.
   d. Attend weekly area staff team meetings.
   e. Display strong communication and collaboration skills in working with fellow student leaders on projects and programs and be willing to address differences and conflicts maturely, fairly, tactfully, and diplomatically.
   f. Perform their responsibilities and contribute appropriately to group and joint or team projects, activities, and programs.
   g. Act as an information/referral resource to all residents.

IV. COMMUNITY DEVELOPMENT
   a. Personal Conduct
      ii. Act as a positive role model at all campus functions, both on and off campus.
iii. Behave as an ambassador of the University of Idaho to students, families, visitors to campus, and the Moscow community.

iv. Support and be professional towards all Housing and Residence Life staff members.

b. Student Development
   i. Responsible for planning and executing events on weekdays and weekends, including late night events.
   ii. Identify, develop, and implement a variety of programs and events for students, with an emphasis on scheduling activities for weekdays and weekend evenings which will include both smaller scale event and more complex, large events.
   iii. Provide post-event analysis, budget recaps and participant feedback. Assess program success to determine improvement and/or continued implementation for future academic years.
   iv. Develop marketing and communication plans to ensure awareness and attendance at Housing events.
   v. Coordinate with Area Supervisor to lead the staff team once a semester in area programming.
   vi. Will assist in leading Paint the Palouse under the direction of the Assistant Director for Residential Engagement.

c. Community Assembly
   i. Act as a Residence Life representative at all Community Assembly functions and meetings.
   ii. Attend all Community Assembly meetings (one every week, typically on Monday evenings). This may include attendance at executive board meetings.
   iii. Regular one-on-one meetings with area Community Assembly representatives and programming chairs.
   iv. Track and maintain accurate records of floor representative programming and area programming.
   v. Develop a cooperative relationship, acting as a mentor and resource, with Community Assembly program chairs and representatives in order to plan and implement joint area and/or hall programs.
   vi. Attend Leadership Training events each semester (i.e. Leardershop or any retreats).

V. COMMUNICATION
   a. Report all emergency and other relevant situations and events utilizing emergency protocol and complete reports for each incident in a prompt, appropriate and timely manner.
   b. Communicate openly as a Housing and Residence Life team member in order to promote consistency, solve conflict, and provide personal and professional support.
   c. Maintain confidentiality of students, friends, and staff members between self and area supervisor. Programming Coordinators may share information only under advisement and approval of area supervisor.
   d. Provide information to the University Leadership as necessary, including Dean of Students.

VI. TIME COMMITMENT
   a. An average of twenty hours per week will be required of the Program Coordinator; this average includes program attendance, meetings, and completion of assigned tasks. During the year there are major events such as fall training, staff selection, Paint the Palouse, Envision Idaho, and UIdaho Bound, which may require more than twenty hours of work per week.
   b. Personal commitments of more than ten (10) hours in total outside of 16 academic credits must be discussed with and approved by the Associate Director of Housing and Residence Life.
   c. No outside employment is allowed without direct approval from the Associate Director of Housing and Residence Life.
d. Approval from area supervisor to hold any office in campus or community organizations.

e. Limited to 12 nights away from the assigned building during each semester, with no more than four (4) weekend nights away a month. A night away is defined as the PC not being in their assigned room by 2am.

f. Must complete all closing tasks at the end of each semester (December and May) and will be released no earlier than Sunday December 19, 2021 at 8:00am, and Monday May 16, 2022 at 8:00am, unless all requirements are fulfilled.

VII. ETHICAL GUIDELINES

a. Follow and enforce the Residence Hall and Dining Services Agreement, Residence Hall Handbook, University of Idaho Student Code of Conduct and Student Bill of Rights, the Residence Life Code of Ethical Standards and all federal, state, and local mandated laws.

b. Maintain and follow established procedures and protocol in requesting services from University departments.

c. Act as a positive role model at all campus functions regardless of where they physically take place.

d. Behave as an ambassador of the University of Idaho and the Residence Life team to students, their parents, visitors to campus, and the Moscow community.

e. Avoid romantic relationships with residents or staff in the area which the PC in question works.

f. Support and be professional towards all Housing and Residence Life staff members.

VIII. EVALUATION AND JOB ACTION

a. Evaluation of performance for each Programming Coordinator will be formally done once every semester by their area supervisor.

b. Pending evaluation, application, and interview the Programming Coordinator may be re-appointed for another academic year.

c. Termination of a Programming Coordinator position by either party prior to completion of the academic year, may not guarantee assignment of a regular residence hall space, and will be at the discretion of the Associate Director for Residence Life or their designee.

d. In the event of termination/resignation from the position, the PC may be responsible for any prorated amount on a meal plan or room rate.

e. Deviation from or violation of this job description at any point during employment will be grounds for probation or possible immediate dismissal from the Programming Coordinator position and eviction from the Residence Halls.

f. The Programming Coordinator position is a full academic year commitment. Failure to complete the full year, or failure to complete end of the semester / end of year requirements may result in a fine up to and including the full compensation. Exceptions to this can be made by the Associate Director of Housing and Residence Life.

g. Housing and Residence Life will provide each staff member a polo/shirt for use during official functions, i.e. opening, recruitment events, etc. It is the responsibility of each staff member to provide their own khaki pants to complete the Housing and Residence Life uniform.

IX. COMPENSATION

a. Program Coordinators receive the following as compensation for their position:

i. A residence hall room space and board plan for duration of employment, when dining services are available.

   i. A food stipend of $400 a semester, 160 block meals (approx. 10 meals per 16 weeks), and $450 in dining dollars (same rules as with the mandatory plans).

   ii. $1350.00 scholarship, half in the fall and half in the spring.

   iii. $100.00 book scholarship per semester

   iv. Student staff are not eligible to receive the Resident Scholarship

   v. Housing and Residence Life will provide each staff member a polo/shirt for use during official functions, i.e. opening, recruitment events, etc. It is the responsibility of each staff member to provide their own khaki pants to complete the Housing and Residence Life uniform.
This appointment is from August 6, 2021 to May 16, 2022

I have read and agree to the terms specified in this job description.

Program Coordinator Signature   Date   Printed Name and ID Number

Supervisor Signature            Date   Printed Name and ID Number

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