**STUDENT SUCCESS PROGRAM AREA ASSISTANT**

**JOB DESCRIPTION FOR THE 2020-2021 ACADEMIC YEAR**

The Area Assistant (AA) is a member of the Housing and Residence Life team and is responsible for mentoring and assisting the staff team, and is the mentor of the assigned area through technical, administrative, and programming efforts, as well as living in the residence hall community. The Student Success Program Area Assistant will assist and support Residence Life academic initiatives and daily operations, departmental and university wide retention goals, programs and programming models, Vandal Edge, coordination of some aspects of the Student Success Program, and others that promote student success. This position will also plan and coordinate the annual Paint the Palouse service program. The Area Assistant position is an academic year appointment, however, Housing and Residence Life retains the right to terminate a position at will or for cause. Performance expectations include, but are not limited to the following responsibilities and obligations:

I. **REQUIRED QUALIFICATIONS**
   a. Enrollment as a full-time undergraduate (12 credits) or graduate (9 credits) student at the University of Idaho
   b. Maintain a 3.0 undergraduate or graduate grade point average (both semester and cumulative) while holding the Area Assistant position (failing to meet this expectation at any point of employment may result in termination)
   c. Class-load limit is 16 credits (undergraduate) or 12 credits (graduate) per semester. Exceptions to this expectation may be made by the Assistant Director for Residential Engagement.
   d. Be involved in no more than 10 hours total of outside activities (other employment, clubs and organizations, etc.) per week. Exceptions to this may be made by the Assistant Director for Residential Engagement.
   e. Prior demonstrated leadership experience
   f. Excellent organizational, time management, administrative, and programming skills
   g. Prior peer mentoring and/or advising experience

II. **PREFERRED QUALIFICATIONS**
   a. Prior Housing and Residence Life staff experience
   b. Prior programming success
   c. Prior group or community living experience
   d. Involvement on campus or within Housing and Residence Life
   e. Prior tutoring experience

III. **TEAM TRAINING AND DEVELOPMENT**
   a. Attend Fall Residence Life Team Training beginning on Monday, August 3, 2020 and Spring Training beginning on Thursday, January 6, 2021 for all Residence Life Staff. It is expected that employees attend all trainings.
   b. Must attend Tutoring & College Success Tutor Training each fall semester.
   c. Attend departmental in-service meetings Wednesdays from 4:30-6:30pm.
   d. Attend regular one-on-one meetings with supervisor(s).
   e. Attend weekly staff meeting with supervisor and staff.
   f. Attend bi-weekly meetings with the Associate and Assistant Directors of Residence Life.
   g. Participate in area and department committees.
   h. Participate in the planning and implementation of all residence life training and development activities. This includes but is not limited to in-service, fall and spring training, and weekly area staff meetings.

IV. **ACADEMIC PEER MENTOR DEVELOPMENT AND MENTORING**
   a. Act as a mentor and a resource for area staff team.
   b. Collect and assess programming feedback for area staff.
   c. Hold regular one-on-one meetings with Academic Peer Mentors to offer support and assistance regarding programming, classes, and personal development per supervisor’s recommendation.
   d. Organize the Residence Life End of the Year Banquet as an Area Assistant team.
   e. Maintain accurate records including budgets, workshop feedback, and program feedback using a departmental approved tracking method.
   f. Act as a resource for programming. Encourage and assist in involving University of Idaho campus resources.
   g. Attend and evaluate the programs of area staff members, as assigned by area supervisor.
   h. Provide support for the Living Learning Community. Including but not limited to the following:
      i. Coordinate one (1) academically themed workshop for Upham and CNR LLC per month.
ii. Promote and track VandalEdge participation in first year communities without Academic Peer Mentors
iii. Communicate with Resident Assistants in communities without Academic Peer Mentors regarding student academic concerns and plan of action or support.

i. Identify and coordinate possible service projects outside of the Paint the Palouse Event.
j. Attend and promote large-scale department programs as well as attending Academic Peer Mentor workshops, training, and in-services as assigned.
k. If needed, act as Academic Peer Mentor for designated areas deemed by supervisor.

V. ADMINISTRATIVE SUPPORT
   a. Submit monthly area reports to supervisor.
b. Maintain and update necessary forms in the area office.
c. Hold office hours outside of the Student Success Program as required by area supervisor.
d. Assist with residence hall opening and closing activities and coordinate the creation of bulletin boards, door decorations, and necessary signs in area.
e. Create semester workshop calendars for the Student Success Program. Provide workshop updates monthly.
f. Oversee assigned area staff bulletin board responsibilities

g. Assist with the evaluation process for all student staff in area.
h. Submit one OTM (Of the Month) award each month.
i. Assist with Housing and Residence Life recruitment and retention efforts and events.
j. All other duties as assigned by area supervisor, Assistant Directors, or the Associate Director of Housing and Residence Life.

VI. STUDENT SUCCESS INITIATIVES
   a. Assist with the marketing, implementation, review, and assessment of academic initiatives within Housing and Residence Life.
b. Mentor the Academic Peer Mentor staff with supervisor guidance.
c. Schedule, record, and assist with the Academic Peer Mentor workshops and aid in holding Academic Peer Mentors accountable for their workshop, area programs, and bulletin board requirements.
d. Organize and arrange the hours for coverage of the Student Success Program.
e. Assist with facilitation, management, reports, and conversations during periods of academic assessment or outreach. This could include but is not limited to, early warning grades, midterm grades, EBI, and Regulation L student conversations.

VII. TUTORING
   a. Students will be able to tutor in all classes taken at the University of Idaho where a grade of “B” or better was earned. Additionally, tutors must be able to:
      i. Show competency in subjects to be tutored
      ii. Provide instructor recommendation
      iii. Communicate effectively
      iv. Complete University tutor training during student staff training
   b. Benefits of Tutoring
      i. Flexible hours for busy students
      ii. Learning more through tutoring the subject
      iii. Satisfaction of helping others
      iv. Improve communication skills
      v. Sharing skills and knowledge with others
      vi. Being a positive influence on the success of others

VIII. PAINT THE PALOUSE LEADERSHIP
   a. Act as the primary coordinator for the service program, completing one Paint the Palouse annual event and beginning planning for another.
b. Solicit and collect sponsorship.
c. Lead and hold other Area Assistants accountable to completing this task.
d. Inventory and purchase supplies, securing food, giveaways, prizes, etc. for the event.
e. Train and coordinate a team of Residence Life Senior Staff and other volunteers (i.e. House Supervisors) to ensure the success of the event and including ongoing meetings, email, and phone communications.
f. Communicate with prospective homeowner applicants for the annual project regarding home selection status, maintain positive relationship with owners, follow-up, and sending thank yous to donors, volunteers, and owners.

g. Reserve transportation for annual event if needed.

h. Ensure all paperwork is completed and electronic files updated and ready to be passed onto the new coordinator before end of contract.

i. Train necessary staff and student groups on their responsibilities and expectations surrounding the event.

j. Work under the direction of the Assistant Director for Residential Engagement.

IX. 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 Residence Life Team Member in order to promote consistency, mediate any concerns, and provide personal and professional support.

c. Maintain confidentiality of students, and staff members between self and area supervisor. Residence Life staff members may share information only under advisement and approval of area supervisor.

d. Provide information to any University Leadership as needed, including the Dean of Students.

X. TIME COMMITMENT

a. An average of twenty hours per week will be required of the Area Assistant; 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 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 AA 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 20, 2020 at 8:00am, and Monday, May 17, 2021 at 8:00am, unless all requirements are fulfilled.

XI. 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. Avoidance of romantic relationships with residents or staff in the area which the AA in question works.

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

XII. EVALUATION AND JOB ACTION

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

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

c. Termination of an Area Assistant 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 his/her designee.

d. In the event of termination/resignation from the position, the AA 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 Area Assistant position and eviction from the Residence Halls.

f. The Area Assistant position is a full 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.

XIII. COMPENSATION

a. Area Assistants 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.
   ii. $1350.00 scholarship, half in the fall and half in the spring.
   iii. $100.00 book scholarship per semester

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

c. Housing and Residence Life pays for your room and board. Replacing AAs during the academic year can be difficult and is disruptive to learning and community development. It is expected that AAs will stay in their position for the duration of the contract. AAs will be held to their Housing Contract and may be charged for the unused meal plan if they choose to leave the AA position before the end of the contract.

The University of Idaho is an equal opportunity/affirmative action employer and educational institution.

I have read and agree to the terms specified in this job description.
Contract ends Monday, May 17, 2021 at 8am.

Area Assistant Signature ___________________________ Date ____________ Printed Name and Vandal Number ___________________________

Supervisor Signature ___________________________ Date ____________ Printed Name and Vandal Number ___________________________