STUDENT SUCCESS AREA ASSISTANT
JOB DESCRIPTION FOR 2016-2017 ACADEMIC YEAR

To assist and support Residence Life academic initiatives and daily operations through technical, administrative, and programming efforts, as well as living in the residence hall community. This position will also coordinate and oversee the annual Paint the Palouse service program. This position will aid in the facilitation of Housing & Residence Life academic initiatives including the Mapworks survey assessment, Vandal Edge, coordination of some aspects of the Student Success Center, and others that promote student success. This position will also coordinate and oversee the annual Paint the Palouse service program and work to identify other possible service projects to promote student involvement.

I. Required Qualifications
   a. Enrollment as a full-time undergraduate or graduate student at the University of Idaho
   b. Maintain a 3.0 undergraduate grade point average or a 3.0 graduate grade point average (both semester and cumulative) while holding the Area Assistant position
   c. Prior demonstrated leadership experience
   d. Excellent organizational, time management, administrative, and programming skills

II. Preferred Qualifications
   a. Prior Housing & Residence Life staff experience
   b. Prior peer mentoring and/or advising experience
   c. Prior programming success
   d. Prior group or community living experience
   e. Involvement on campus or within Housing & Residence Life

III. Team Training and Development
   a. Attend Fall Residence Life Team Training beginning on August 1st, 2016 and Spring Training beginning on January 4th, 2017 for all Residence Life Staff.
   b. Reserve Wednesdays from 4-6PM for weekly area team and periodic departmental in-service meetings.
   c. Regular one-on-one meetings with area supervisor.
   d. Regular one-on-one meetings with Academic Peer Mentors.
   e. Regular meetings with area staff.
   f. Regular meetings with the Associate Director of Residence Life.
   g. Regular meeting with area and department committees.

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.
   c. 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.
   d. Organize the Residence Life End of the Year Banquet as an AA team.
   e. Maintain accurate records including budgets, workshop feedback, and program feedback using a departmental tracking method.
   f. Meet individually with each assigned area staff member regularly to offer support and assistance regarding programming, classes, and personal development as per supervisor’s recommendation(s).
   g. Act as a resource for programming. Encourage and assist in involving University of Idaho campus resources.
   h. Attend and participate in all area programs.
   i. Attend and evaluate the programs of area staff members, as assigned by area supervisor, each semester.
   j. Coordinate one Area Wide Program per semester, one for Theophilus Tower and Wallace Complex.
   k. Identify and coordinate possible service projects outside of the Paint the Palouse Event.
   l. Attend and promote large-scale department programs as well as attending Academic Peer Mentor workshops, training, and in-services as assigned.
   m. If needed, act as Academic Peer Mentor for designated areas deemed by Student Success & Retention Coordinator.
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 Center 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 Center. Provide workshop updates monthly.  
   f. Oversee assigned area staff team bulletin board responsibilities  
   g. Assist with the evaluation process for all student staff in area.  
   h. Assist with Housing & Residence Life recruitment and retention efforts and events.  
   i. All other duties as assigned by supervisor, Assistant Director of Student Engagement, or the Associate Director of Housing & Residence Life.  
   j. Submit one OTM (Of the Month) award each month.

VI. Student Success Initiatives  
   a. Assist with the marketing, implementation, review, and assessment of academic initiatives within Housing & Residence Life.  
   b. Mentor the Academic Peer Mentor staff.  
   c. Schedule, record, and assist with the Academic Peer Mentor workshops and aid in holding APMs accountable for their workshop, area programs, and bulletin board requirements.  
   d. Organize and arrange the hours for coverage of the Student Success Center.  
   e. Assist with management, reports, and conversations during Mapworks, EBI, midterm grades, early warning grades, and Regulation I. students.

VII. 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 vent and including ongoing meetings, email, and phone communications.  
   f. Select homes, maintain positive relationship with owners, follow-up, and sending thank yous to donors, volunteers, and owners.  
   g. Ensure all paperwork is completed and electronic files updated and ready to be passed onto the new coordinator before end of contract.  
   h. Train necessary staff and student groups on their responsibilities and expectations surrounding the event.  
   i. Work under the direction of the Assistant Director of Student Engagement.

VIII. Communication  
   a. Report all emergency and other relevant situations and events utilizing emergency protocol and complete reports for each incident in a prompt 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.

IX. 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 & Residence Life staff members.

X. Time Commitment

a. An average of twenty hours per week will be required of the Area Assistant; this average includes workshop and program attendance, meetings, and completion of assigned tasks. During the year there are major events such as Fall Training, Staff Selection, and Paint the Palouse, UIIdaho Bound, which may require more than twenty hours of work per week. At other points during the year you will be working less than twenty hours per week.

b. Personal commitments of more than ten hours in total outside of sixteen academic credits must be discussed with and approved by the Associate Director of University Housing. No outside employment is allowed without direct approval by your area supervisor or the Associate Director of Housing & Residence Life.

XI. Evaluation and Job Action

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

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. 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 removal from the Residence Halls.

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

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 & Residence Life.

XII. Compensation

a. Area Assistants receive the following as compensation for their position:

i. Meal plan (when dining services are available)

ii. Furnished living space

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

iv. $100.00 book scholarship per semester

This appointment is from August 1st, 2016 until May 15th, 2017.

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

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