

RACHEL CARSON COLLEGE | PROGRAMS ASSISTANT (PA)
JOB DESCRIPTION 2019-2020

PROGRAMS ASSISTANTS (PAs) are members of the Rachel Carson Student Life Team. PAs are primarily responsible for planning, implementing, and evaluating Rachel Carson College community-wide programs and events. They also serve as a resource for students and an active community leader of Rachel Carson College. This position requires demonstrated ability to exercise consistent good judgment, discretion, sensitivity, leadership, creativity, follow through and attention to detail.

REQUIRED SKILLS AND QUALIFICATIONS

- Must be a regularly enrolled, full-time registered UCSC student, willing to hold the position for the full academic year
- Must be willing to commit to all responsibilities and functions of the position
- Must have or be willing to acquire knowledge of community development, the Rachel Carson College theme, Social Justice and diversity issues, and be able to apply these to student programming efforts
- Excellent organizational and administrative skills
- Demonstrated ability to work independently as well as collaboratively in a team environment
- Effective communication skills in order to successfully approach people, work with others in a team, and resolve problems
- Must maintain a 2.5 cumulative GPA from the time of application throughout employment
- Must be in good student conduct standing from the time of application throughout employment

PREFERRED SKILLS AND QUALIFICATIONS

- Affiliation with Rachel Carson College
- Prior student leadership experience, training, and 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
- Live in residence at Rachel Carson College during the term of employment

COMPENSATION & DATES OF EMPLOYMENT

- Programs Assistants are currently paid at \$11.50 per hour and may receive additional funding for training and development within the position
- Dates of employment are September 3, 2019 – June 20th, 2020
 - PA appointments are for one academic year only. PAs wishing to remain on staff will need to re-apply during the student staff selection process for the following year.
- PAs are expected to work 5-10 hours per week during the academic year. This includes Student Life 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

IMPORTANT REQUIREMENTS & DATES

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| Spring Training | Mondays, 4:00-6:00 PM (first 5 weeks of Spring Quarter) |
| Fall Training | TBD, usually first week of September |
| Move-In & Welcome Week | TBD, usually one week prior to classes starting |
| Staff Meetings | Mondays, 7:00-9:00 PM (every week of academic year) |
| Winter Training | 3 days before Winter Quarter 2010 |
| Commencement | Weekend after Spring Finals 2010 |

RESPONSIBILITIES

- Trainings & Meetings
 - Attend all required staff trainings
 - Attend weekly staff meetings during the academic year (Mondays, 7:00-9:00 PM)
 - Attend weekly one-on-one meetings with supervisor at regularly scheduled times
- Program Development
 - Plan, implement, and evaluate programming that addresses the college theme: Environment & Society; as well as educational, social, wellness, and multicultural themes and issues
 - Participate in the set-up and tear-down of events and programs sponsored by the Rachel Carson Programs Office including, but not limited to: College Nights, Earth Day, etc.
 - Assist with the development of, and/or work, campus-wide events such as Move-In, Welcome Week, Commencement, Earth Week, etc.
 - Develop and post at least one passive programs per academic year
- Community Involvement
 - Address issues of Social Justice including the dynamics of power and privilege, gender, cultural diversity, sexual orientation, ability, class, etc. through programs and interpersonal work with Rachel Carson students
 - Regularly collect feedback on activities and ideas for new events from a wide variety of Rachel Carson affiliates
 - Effectively interact with and program for diverse populations
 - Plan, implement, and evaluate collaborative programs with the Residential Life staff, student organizations, UCSC departments and centers, sister college, Rachel Carson College Council, etc.
 - Uphold and role model UCSC's Principles of Community and the Rachel Carson Student Life mission
- Administrative Responsibilities
 - Maintain regular communication with supervisor and regularly check UCSC email
 - Maintain at least 2 regularly scheduled office hours in the Student Life Office per week (schedule to be determined at beginning of each quarter)
 - Properly complete and submit required forms relating to program planning
 - Track and maintain allocated programming budget
 - Create, distribute, and remove outreach materials for events and programs sponsored by the Rachel Carson Programs Office
 - Other duties as assigned by the College Programs Coordinator (CPC) and/or the Student Life Assistant (SLA)