



Join the Mesa Court 2009-2010 Student Staff Team!



Please type or print the application in blue or black ink. You may apply for up to 3 positions of interest to you on this form. Be sure to answer the required application questions for each of the positions you are applying for. Failure to do so will result in your application being incomplete and your candidacy will not be considered.

When you have completed the application, please attach a resume, an unofficial transcript from the Registrar (cannot be an online copy), and the required essay(s). If you have any questions about the application, please contact Joe Koluder at (949) 824-7528 or via email at jkoluder@uci.edu.

RETURN COMPLETED APPLICATIONS TO THE MESA COURT HOUSING OFFICE

SIERRA CURRICULUM COORDINATOR APPLICATIONS DUE BY 12PM ON MON. APR. 6, 2009
APPLICATIONS FOR ALL OTHER POSITIONS DUE BY 12PM ON THURS. APRIL 9, 2009.

PLEASE TYPE OR PRINT NEATLY

Name (Last, First): _____

Student ID Number: _____ E-mail: _____

Current Address: _____

City, State, Zip: _____

Current Phone: _____ Alternate Phone: _____

Permanent Address: _____

City, State, Zip: _____

Permanent Phone: _____

Current Class Standing: _____ Last Quarter G.P.A.: _____ Cumulative GPA: _____

Please rank the positions you are interested in by preference:

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Please respond/initial the following statements:

-Have you or do you currently work on campus? Yes No

-Do you expect to receive a Work Study Award for the 2009-2010 academic year? Yes No

-What involvements /commitments/ leadership positions will you have during the 2009-2010 academic year (include other jobs, club/organizations, etc.)? _____

-I have read the **Behavioral Guidelines** and understand that I will be expected to abide by these as a staff member in Mesa Court. Initial _____

-I have read the **General Requirements for Mesa Staff** and the specific position(s) I am applying for and can fulfill all of them. Initial _____

ATTACH A COPY OF YOUR CURRENT RESUME

Attach a copy of your current resume highlighting all relevant experiences as it relates to the position to which you are applying.

Suggested categories for your resume include:

- ◆ **Employment History:** Employer, position held, dates, short description of duties
- ◆ **Leadership and Organizational Involvement (on and off-campus):** Organization name, position held, dates
- ◆ **Accomplishments:** Title of awards, certificates, conferences, courses, presentations and a short description

ESSAY

Attach a type-written essay in response to the question below. For each position you are applying for you must type a distinct, separate response to the question:

Why are you interested in the position for which you are applying? If hired, how will you enhance the Mesa Court community and serve as a role model to new students?

2009– 2010 MESA COURT STUDENT STAFF SELECTION TIMELINE

March 2009	Applications available:	Mesa Court Housing Office Community Center Recreation Center Mesa Activity Center www.housing.uci.edu/employment/ www.housing.uci.edu/mc/
April 6, 2009	SIERRA CURRICULUM COORD. APPLICATIONS DUE: by 12:00pm	SCC Applicants notified about interviews via phone/email that day
April 9, 2009	ALL OTHER APPLICATIONS DUE: to MC Housing Office by 12:00pm	
April 10, 2009		Applicants notified about interviews via email
April 13 & 14, 2009		Applicants granted an interview must sign-up for an interview time at the front desk of the Mesa Court Housing Office between 8am - 8pm. If you fail to schedule an interview by 8pm on April 14 th , we will assume you are no longer interested in the position(s) you applied for.
April 15 - 22, 2009		Candidate interviews
April 24, 2009		Selection letters available at the Mesa Court Housing Office at 12:00pm
May 1, 2009		All students offered a staff position for the 2009-2010 academic year must turn in a Letter of Acceptance to the front desk of the Mesa Court Housing Office by 12:00pm
Mid-Late May 2009		Housing Assignments for 2009-2010 Student Staff-you will receive more information about this in your offer letter
May 15, 2009		Mandatory New Staff Orientation session for all selected staff

Have You Included the Following to Complete Your Application?

- Completed Application form (with initials next to Behavioral Guidelines and Staff Requirements)
- Required Essay(s) – one for each position you are applying for
- Copy of updated resume
- Copy of unofficial transcript from Registrars Office
- Signed Student Staff Behavioral Guidelines Form

MESA COURT STUDENT STAFF SELECTION 2009-2010

POSITION	PAY RATE & HOURS PER WEEK OF WORK	LIVE IN MESA	WEEKLY MANDATORY STAFF MEETINGS
Student Coordinators (5)	\$476/month for 9 months; 10-12 hours/week including office hours	Optional	TBD
Center Managers (4)	\$668/month for 12 months; 15-18 hours/week	Optional	Manager Meeting TBD Wednesdays from 4-5pm
Mesa Court Council Executive Board (6)	\$384/month for 9 months; 10 hours/week including office hours	Required	Mondays from 5-7pm Wednesdays at 7pm
Sierra Curriculum Coordinator (1)	\$476/month for 9 months; 10-15 hours/week including office hours	Optional	TBD
Sierra Programmer (6)	\$325/month for 9 months; 9 hours/week	Required	TBD

GENERAL REQUIREMENTS FOR ALL MESA COURT STUDENT STAFF MEMBERS

- Commit to position for one academic school year with the following **tentative** start/end dates:
 - Center Managers: August 4, 2009 – July 31, 2010
 - Student Coordinators: August 24, 2009 - June 13, 2010
 - Sierra Curriculum Coordinator: August 24, 2009 – June 13, 2010
 - Sierra Programmers: August 25, 2009 – June 13, 2010
 - Mesa Court Council Executive Board: September 8, 2009 – June 13, 2010
- Adhere to all Mesa Court Housing and University of California policies and procedures.
- Read, accept, sign, and adhere to the *Undergraduate Housing Student Staff Behavioral Guidelines* and *FERPA Student Information Confidentiality Form*.
- Enroll in a minimum of 12 units per quarter and maintain full-time student status.
- Maintain a 2.4 cumulative and quarterly GPA and be in good academic standing.
- Participate, support, and assist in the opening and closing of the residence halls in Mesa Court.
- Support, participate and assist with the coordination of Student Housing and Mesa Court wide events including, but not limited to, such events as Welcome Week, Spring Tours, and Celebrate UCI.
- May not participate in any outside work or activities except as appropriate and approved by the supervisor during training, Welcome Week, opening and closing periods.
- Attend the Mandatory New Student Staff Orientation session on Friday, May 15, 2009 to complete employment paperwork.
- NOT ENROLL in SUMMER SESSION II courses at UCI or other summer courses at other institutions that will interfere with the required Fall Training period. (See specific job description for details).
- Participate in Mesa Court Student Staff Fall training prior to Welcome Week, beginning September 8, 2009. (See specific job description for details).
- Participate in all staff development, training sessions, weekly meetings, staff gatherings, and retreats. (See specific job description for details).

STUDENT STAFF BEHAVIORAL GUIDELINES

As a student staff member in undergraduate housing at UCI, you have a significant responsibility and privilege to serve as a role model and leader for our campus, within your community, and to our residential student population as a whole. It is our intention as housing professional staff to provide you with the skills, knowledge base, and support needed to facilitate your success in this role.

One of the most challenging aspects of being a student staff member is determining how choices you make or behaviors you engage in can impact your work and the residential community. Because being a role model and leader has no "start or end time," you are expected to consider your role on staff in your decision-making processes. While we respect and value individual differences, we recognize that your behavior and choices impact both your effectiveness as a leader and role model within our residential community and our ability as a housing program to serve students effectively.

To that end, we wanted to provide you with some guidelines that can assist you as you make those choices over the course of your employment. Ultimately, be aware that if at any time your behavior on or off the "job" negatively impacts the residents and/or your effectiveness as a staff member, we will need to evaluate your continued employment as a student staff member.

Below you will find a list of behaviors which we would caution you not to engage in while serving as Undergraduate Housing staff. Such behavior, in our opinion, reflects poorly on you, your ability to serve as a leader and role model within the UCI and residential communities, and upon housing as a whole.

- Other than self-defense, at no time should you engage in a physical altercation. While we hope you will never find yourself in a situation that requires that you defend yourself from harm, you are not to participate in any physical confrontations. Engaging in verbal altercations is inappropriate and does not reflect our values.
- You are expected to abide by all university and housing policies at all times. Under no circumstances is it acceptable for you to provide or purchase alcohol for underage residents or to consume or possess alcohol if you are under the age of 21. In addition, we will have no tolerance for the use, possession, production, selling, or growing of any illegal substances.
- If a fellow student or community member alleges that you engaged in sexual conduct that is criminal in nature, unwelcome conduct of a sexual nature, a consensual relationship which creates a conflict of interest, or conduct in violation of the University's non-discrimination policies (including sexual harassment based on gender, sex-stereotyping or sexual orientation) we may suspend you from your position while we investigate the allegations. For further information, please go to <http://www.sho.uci.edu/>
- We expect you to take the responsibilities of your position seriously. If you intentionally misuse or are neglectful in your use of keys, are intoxicated while performing official duties, fail to respond when on duty, misuse information gathered and/or known as a result of your position, or violate any of the other terms of your employment, you may be dismissed from your position.

As a role model and employee of undergraduate housing, one of your responsibilities is to behave in a manner reflective of our organization's values while in your complex, or elsewhere on or off campus. We ask that you keep in mind the fact that your purpose as a staff member is to enhance and facilitate the development of our residential communities and our students. There can be no tolerance for behaviors that endanger the safety and security of our residents and/or raise liability concerns, such as those listed above. A decision to engage in these behaviors is likely to result in termination from your position as a housing employee.

While this list is in no way exhaustive, we do hope it will help you to think about the behaviors you engage in and the choices you may make while in your position as a leader and role model in undergraduate housing. We take your role and the impact you have on the campus, the community, and our students very seriously; we ask that you do the same and recognize the potential you have to make a meaningful and lasting impact on the students we serve.

Date _____ Name and Signature _____

STUDENT COORDINATORS (5)

GENERAL INFORMATION

The Mesa Court Student Coordinators will work cooperatively with the Mesa Court Residential Life Professional staff in the development and implementation of programs, trainings and resources to enrich the experience of residents and student staff within Mesa Court. A Coordinator will be assigned to work specifically in the following areas: **Academic Excellence, Community Development, Diversity, Leadership and Wellness**. The Student Coordinators will help to develop programming ideas and resources for individual theme halls, as well as promote and organize complex-wide events. The Student Coordinators will organize social gatherings and in-service trainings for the student staff, and will take the lead in organizing the Mesa Resident Recognition awards program. The Coordinator will be expected to present at least one in-service for student staff members related to their specific focus area during the academic year.

The Coordinators will be required to work approximately 10-12 hours a week, will meet weekly with their Mesa Court Professional Staff supervisor, and maintain regular office hours. With permission of the supervisor, may be allowed up to 10 hours per week of outside activity, including other employment, extra-curricular, or co-curricular activity. All time commitments need to be discussed with and approved by the supervisor in advance. All approvals of commitments will be reviewed based on student staff performance, ability to fulfill all duties required, and academic standing.

The successful candidates will be expected to attend Student Coordinator Training the last week of August. (Specific Dates TBD) Start date is tentatively set for August 24, 2009 with an end date of June 13, 2010

Remuneration for the Student Coordinator position is \$476 a month, working 10-12 hours per week, and a meal plan consisting of 120 meals plus \$75 flex dollars over the term of the contract. Paid monthly by check or direct deposit. The Student Coordinators will be an active participant in Fall and Winter Training with other student staff members.

In order to be considered for and maintain this position, you must:

- Have programming and event planning experience.
- Have proven leadership experience/skills.
- Have the ability to work independently, take initiative, and be proactive.
- Work well within a team, demonstrate flexibility, communicate effectively, and show attention to detail.
- Have extensive knowledge of campus departments and resources

Preference will be given to candidates who are able to demonstrate the following skills/experience:

- Prior work and residential experience in Mesa Court.
- Experience developing and gathering programming resources.
- Familiarity with Mesa Court and its programmatic offerings.

Wellness Coordinator

The Mesa Court Student Wellness Coordinator will work cooperatively with the Mesa Court Professional staff in the development and implementation of programs and resources made available to residents on the topic of wellness. The Coordinator will also work with the Professional Staff to enhance and promote health and wellness education to students within Mesa Court. The coordinator will develop informational materials about wellness topics including, but not limited to, nutrition, fitness, personal safety, stress management, financial management, personal and academic balance, sexual health, and mental health. The Coordinator will also assist in developing promotional materials about existing wellness resources available to students (such as Health Education, Student Health Center, Campus Assault Resource and Education, Counseling Center, UCI Police Department, and Campus Recreation). The Coordinator should also serve as a liaison with campus departments such as Health Education and Campus Recreation in order to stay current with campus and community issues, and in order to relay information to Mesa Court about upcoming programs, events and services. The Coordinator will also facilitate the implementation of educational programs, furthering the learning and development of the first year students in Mesa Court. The Coordinator will also gather relevant materials and programming resources for the Mesa Court student staff to assist them in their programming efforts and to encourage their own personal wellness. The Student Wellness Coordinator should be able to demonstrate a willingness to connect with campus partners, have knowledge of existing health and wellness resources available within the UCI community, and have experience planning educational programs. Previous experience as a peer health educator is desired but not required..

Academic Excellence Coordinator

The Mesa Court Student Academic Excellence Coordinator will work cooperatively with the Mesa Court Residential Life professional staff in the development and implementation of programs and resources to strengthen the academic offerings available to residents of Mesa Court. The Academic Excellence Coordinator, working closely with the FYI Coordinator, will assist in the development and implementation of the operating structure, programming, and marketing of the Mesa Academic Center. The Coordinator will develop promotional materials about new and existing academic resources, assist in bringing faculty to Mesa Court, facilitate the implementation of educational programs and study groups, and liaise with various campus constituents in order to bring in campus-wide academic services into the Mesa Court community. The Coordinator will also gather relevant materials and programming resources for the Mesa Court student staff to assist them in their programming efforts and to encourage their own academic success. The Coordinator should be able to demonstrate a record of and willingness to develop connections with faculty, have knowledge of existing academic resources within the larger UCI community, and experience planning educational programs and working with faculty.

Community Development Coordinator

The Mesa Court Student Community Development Coordinator will work cooperatively with the Mesa Court Residential Life professional staff to promote and facilitate the successful development and implementation of all complex-wide programming efforts organized by the Community Programmer staff. The successful candidate will advise the Community Programmers, helping them in their planning and implementation of programs, and facilitate the development of a strong Community Programmer team. The Coordinator will maintain a calendar of Mesa Court programs, assist with the planning of such events as Welcome Week, Spring Carnival, Spring Tours and Celebrate UCI, and will assist in evaluating and assessing the effectiveness of programming efforts in Mesa Court. The Coordinator will collect, organize, and provide community development resources to the Mesa Court Student Staff. Further, the successful candidate will provide guidance to the Mesa Court Student Staff in area of community development. The Coordinator should be able to demonstrate their experience in the planning and implementation of programs, and ideally will have prior leadership experience in the coordination of large-scale event planning.

Diversity Coordinator

The Mesa Court Student Diversity Coordinator will work cooperatively with the Mesa Court Residential Life Professional staff in the development and implementation of programs and resources to strengthen diversity offerings within Mesa Court. The Coordinator will be responsible for developing diversity related information to both students and staff within Mesa on a regular basis, will play a key role in the development and implementation of class/dialogue series, will organize and implement the Mesa Court Student Staff Diversity Award each academic quarter, and will develop files on diversity related educational materials and resources for Mesa Court student staff. The Student Diversity Awareness Coordinator should have experience with diversity programs, either as a participant or planner, and should be able to demonstrate a strong commitment to the issues of diversity. The Coordinator will also be expected to liaison regularly with campus offices addressing issues of diversity in order to stay current on campus and community issues and in order to relay information to Mesa Court about upcoming programs and events. The Student Diversity Awareness Coordinator may also be asked to serve on the Student Affairs Diversity Task Force. Further, the Student Diversity Awareness Coordinator will complete research/data gathering on the Mesa Court student community in areas related to diversity during the academic year. The Coordinator will be expected to present at least one in-service for student staff members related to diversity during the academic year.

Leadership Coordinator

The Leadership Coordinator will work cooperatively with the Mesa Court professional and student staff in the development and implementation of the Mesa Court Leadership Institute (MCLI) and other leadership series each quarter with the goal of strengthening student leadership development and opportunities within Mesa Court. The Coordinator will co-create, instruct and implement MCLI class sessions in collaboration with the supervisor. The Coordinator will create informational materials about leadership topics for residents as well as student staff. In addition, the coordinator will gather leadership materials and programming resources for the Mesa student staff to facilitate their leadership programming efforts as well as their growth as student leaders. The Coordinator is responsible for monitoring the use of Leadership Team materials and resources. The Coordinator will work with members of the Mesa Court Council (MCC) as well as the RAs for the Emerging Leaders Halls to develop promotional materials and schedule leadership sessions. The Coordinator will work cooperatively with other student coordinators in Mesa complex-wide efforts and implement evaluation processes to determine the effectiveness of leadership programming.

CENTER MANAGER POSITIONS (4 AVAILABLE)

The Center Managers will work in conjunction with Mesa Court Professional and Student Staff to ensure the upkeep, maintenance and services of the four Mesa Court Public Facilities. The Manager Team recruits, hires, and trains a group of 32 Center Attendants. They will work together to co-supervise the Center Attendants, develop work schedules, and establish a strong Center Attendant team by conducting staff development programs. Each Manager will be required to facilitate weekly Center Attendant staff meetings, participate in weekly one-on-one meeting with their supervisor, have weekly Manager meetings, participate in staff development and maintain regular office hours in their respective center.

Initial Summer duties beginning in August 2009 include managing any open facilities during Summer Conference season, preparing all Public Facilities for use in the upcoming academic year, and preparing for Fall Attendant Training. After a year of working, Summer duties include, but are not limited to, overseeing a Summer Center Attendant staff, working cooperatively and in support of the Summer Conference Program.

Spring Training:

Managers *must* make themselves available for 20 hours of training to shadow current Manager – during the months of May and June 2009.

Summer Training:

Managers *must* be available during the month of August 2009 for Managers Training & the week of June 14 -18, 2010 for Summer Conference Training; details about this training period will be communicated to the successful candidates during the Spring 2009 quarter.

In order to be considered for and maintain a Center Manager position, you must:

- Have event planning/programming experience.
- Have proven leadership and customer service experience/skills.
- Have knowledge and experience with computers.
- Have the ability to work independently, take initiative, and be proactive.
- Work well within a team, demonstrate flexibility, communicate effectively, and show attention to detail.
- Strong administrative, organizational and time management skills.
- Have good decision-making skills.

Preference will be given to candidates who are able to demonstrate the following skills/experience:

- Experience supervising or leading a group of peers.
- Experience working in a community facility.

This is a 12-month position that runs from August 2009 – July 2010. Remuneration for the Manager position is \$668 a month, working around 15-18 hours per week. Paid monthly by check or direct deposit. Start date is tentatively August 3, 2009 with an end date of July 31, 2010. Summer Training at the start of the contract is scheduled to take place in August 2009 and Center Managers are expected to be active participants in Fall and Winter Training with other student staff members.

COMMUNITY CENTER (CC) MANAGER

The Mesa Court Community Center Manager is responsible for overseeing the operation of the Mesa Court Community Center (CC). The Manager will monitor the general operation and use of the Community Center, oversee the information desk within the Community Center, coordinate the room reservation and equipment checkout processes for Mesa Court, work with staff that reserve the Community Center for programming purposes, and monitor the kiosk posting area located directly outside the Community Center. The Manager will also have general oversight of/for all programmatic equipment stored in the Community Center, including all equipment in the Cyber Lounge. Summer duties include, but are not limited to updating the Community Center Manual, coordinating summer room reservation processes, and monitoring the Cyber Lounge when reserved by a conference group.

MESA ACADEMIC CENTER (MAC) MANAGER

The MAC Manager is responsible for overseeing the operation of the Mesa Academic Center (MAC). The Manager will monitor the general operation and use of the Mesa Academic Center, oversee the information desk within the MAC, oversee U.S. mail and package distribution, MAC room reservations, locker administration, equipment use and the overall well being of the MAC. Further, the MAC Manager will be responsible for the development of the Antics, a monthly newsletter. Summer duties include, but are not limited to updating the Mesa Academic Center Manual and monitoring the MAC facility and lockers during Summer Conference season.

RECREATION CENTER (REC) MANAGER

The Mesa Court Recreation Center Manager is responsible for overseeing the operation of the Mesa Court Recreation Center (REC). The Manager will monitor the general operation and use of the Recreation Center, oversee the Recreation Center Office, work with the Mesa Court student staff to check out programmatic equipment, DVD's and games, facilitate wellness and fitness efforts, and monitor the posting areas located directly outside the Recreation Center between the Recreation Center and the Commons. Further, the Recreation Center Manager is responsible for oversight and upkeep of the Student Staff "Artvark" and Copy Center, as well as the Mesa Court Programs Database. Summer duties include, but are not limited to updating the Recreation Center manual and assisting Professional and Student staff with inventories of all storage spaces within Mesa Court.

HOUSING OFFICE (HO) CENTER MANAGER

The Mesa Court Housing Office Center Manager is responsible for overseeing assigned administrative duties of the Mesa Court Housing Office (HO). The Manager will assist Mesa Court Professional Staff with clerical duties such as coordinating office mail delivery, filing of financial documents, coordinating the table tent and conference room reservation schedules, and coordinating the office phone bill structure. The Manager will also serve as a resource to the Center Attendants working at the front desk, assisting them with questions or problems as they arise. Further, the Manager will oversee the online work order system (TMA) and troubleshoot any issues that may arise from the opening/closing of work orders, generating reports, and other TMA related duties with Professional and Maintenance/Operations staffs. Other duties may be assigned by supervisor if deemed appropriate. Must be able to schedule at least 10 hours per week during the normal business hours (8am – 6pm). Summer duties include, but are not limited to, updating the Housing Office Front Desk manual, and assisting Professional and Student staff with key issues and inventories from the end of the academic year and the Summer Conference season.

SIERRA POSITIONS (7 AVAILABLE)

SIERRA CURRICULUM COORDINATOR (SCC)

GENERAL INFORMATION

The Sierra Curriculum Coordinator (SCC) has primary responsibility for helping in the development and implementation of the Sierra class curriculum based on the Sierra Project philosophy and goals. This is done in conjunction with the Sierra Hall Resident Advisor, Sierra Programmers, and class instructors. He/she is expected to be a role model and participate in and be supportive of the hall's classes and community, curriculum staff, and staff meetings. The Sierra Curriculum Coordinator is expected to provide feedback on the development of individuals, hall community, and class curriculum in weekly meetings with the instructor and written report to their supervisor. The SCC will assist with the selection of the next academic year Sierra Staff, attend and participate in a Spring Quarter New Sierra Staff dinner, will assist in the development of a Pre-Fall Training Retreat and Sierra Staff Fall Training, will work on projects and planning related to Sierra throughout the summer (not required to be present at UCI during summer), and will return to Mesa Court for planning purposes as early as August 24, 2009. The SCC will attend and participate in the Pre-Fall Training Retreat, will also assist in the planning and implementation of the Winter Sierra Staff Development Retreat, and is expected to participate in all staff development, training sessions, weekly meetings, staff gatherings, and retreats.

THE SUCCESSFUL CANDIDATE MUST BE AVAILABLE FOR A SCC INTERVIEW BETWEEN APRIL 7-10, 2009, AND MUST HAVE A FLEXIBLE SCHEDULE THAT WILL ALLOW FOR THEIR PARTICIPATION AND ASSISTANCE WITH SIERRA PROGRAMMER SELECTION ON APRIL 17.

With permission of the supervisor, may be allowed up to 10 hours per week of outside activity, including other employment, extra-curricular, or co-curricular activity. All time commitments need to be discussed with and approved by the supervisor in advance. All approvals of commitments will be reviewed based on student staff performance, ability to fulfill all duties required, and academic standing.

Note: Prior experience and/or knowledge of the Sierra Project Class may benefit a candidate's application. However, it is not required to be a successful candidate.

Specific Class Related Responsibilities for the SCC include:

- Attend 1 weekly Sierra Staff Meeting, 1 weekly Sierra Curriculum Meeting and 1 weekly planning meeting with the instructor.
- Organize and arrange class materials, equipment, and room reservations
- Be responsible for all necessary paperwork, funding requests, and publicity needed
- Set up various panels for class. With direction from the instructors, make contact and all necessary follow up associated with the development of a panel (e.g. thank you notes, etc.). Topics may include AIDS, people with disabilities, people of various sexual orientations and people of different religious faiths etc.
- Attend and assist in the development and presentation of classes 3 hours per week
- Co-lead and co-facilitate small discussion groups and classroom activities
- Attend, organize, and co-facilitate a fall class weekend retreat (Fall Quarter Week 2 weekend). This responsibility includes but is not limited to: distributing information to the class during the second and third classes, setting up meals and obtaining residents' meal card numbers for the Food Services arrangements, keeping track of work crew suite groups for weekend, and preparing all necessary paperwork and budget information for retreat.
- Co-facilitate and plan Sierra Small Group Classes (Winter and Spring Quarters)
- Read students' journals and providing appropriate confidential oral and/or written feedback

Specific Community and Sierra Staff Related Responsibilities for the SCC include:

- Maintain regular weekly office hours in the Mesa Activity Center (MAC) and/or In Sierra Hall
- Spend time with residents and student staff using provided meals as a means to connect with the community
- Assist in the supervision of the Sierra Programmer staff
- Assist in the planning and implementation of the Pre-Fall Training Retreat
- Assist in the development and implementation of in-service training for the Sierra Staff throughout the academic year
- Act as an ethical, just, and moral role model and upper class mentor to the students in Sierra hall

Remuneration is \$476 a month for 9 months. Working 10-15 hours per week, SCC will receive 4 units of academic credit through SE199 per quarter (Journal writing required for class credit) and a one time purchase of a 120 meal plan 75 flex dollar option per academic year (to be used for work related meetings). The Coordinator is not required to be a resident of Mesa Court.

SIERRA PROGRAMMER (SP) (6 positions)

GENERAL INFORMATION

Mesa Court Sierra Programmers (SPs) are a team of student leaders who provide support and guidance to the residents of Sierra Hall. Each programmer serves as a role model/mentor to eight to ten residents in a suite. Together, in partnership with the Resident Advisor (RA), their primary responsibilities are to aid in the development and building of a positive hall community and serve as Teaching Assistants for the Sierra Class, which facilitates the development of a Just and Moral Community.

The Sierra Programmer will attend and participate in a Spring Quarter New Sierra Staff dinner, the Pre-Fall Training Retreat, Fall Training, the Winter Sierra Staff Development Retreat, and is expected to participate in all staff development, training sessions, weekly meetings, staff gatherings, and retreats.

With permission of the supervisor, Sierra Programmers may be allowed up to 10 hours per week of outside activity, which includes employment outside of Mesa Court, extra-curricular opportunities, or co-curricular involvement. All time commitments need to be discussed with and approved by the supervisor in advance. All approvals of commitments will be reviewed based on student staff performance, ability to fulfill all duties required, and academic standing.

Note: Prior experience and/or knowledge of the Sierra Project Class may benefit a candidate's application. However, it is not required to be a successful candidate.

Specific Teaching Assistant and Class Related Responsibilities for the SP position include:

- Attend weekly Sierra Staff Meetings
- Attend and assist in the presentation of classes
- Co-lead and co-facilitate small discussion groups and classroom activities
- Attend and co-facilitate a fall class weekend retreat (Fall Quarter Week 2 weekend)
- Co-facilitate and plan Sierra Small Group Classes (Winter and Spring Quarters)
- Read students' journals and provide appropriate confidential oral and/or written feedback
- Provide feedback and assist in the development of class curriculum
- Provide feedback to the reactions of students and community to the classes during weekly meetings

Programming and Community Related Responsibilities for the SP position include:

- Act as an ethical, just, and moral role model and upper class mentor to the students in Sierra hall.
- Provide feedback on the development of individuals and hall community to the RA and to the supervisor
- Facilitate the development of a suite community and hall community
- Assist with the selection of the Sierra Staff in Spring quarter
- Other administrative duties as assigned.

Remuneration is \$325 a month for 9 months. Staff will receive 4 units of academic credit through SE199 per quarter (Journal writing required for class credit) Advance selection of a residence hall room.

The successful candidate for either of the Sierra Positions will be able to fulfill all the time commitments listed in the Sierra timeline below.

Timeline:

April 7-10, 2009	Invited SCC Applicants available for individual interviews
TBD	Sierra RA and SCC Open House for Sierra Programmer Candidates
April 17, 2009	SCC available to participate and assist with SP Selection
TBD	Staff Dinner for all 2009-1010 Sierra student staff
August 24	SCC returns to Mesa Court for planning/preparation for 2009-2010 academic year
Late August of 2009	Pre-Fall Training Retreat for all Sierra student staff
September 4, 2009	Fall Training begins
January of 2010	Winter Development Retreat for all Sierra student staff
Spring of 2010	Assist with selection of 2010-2011 Sierra student staff (Weeks 1-3)

MESA COURT COUNCIL EXECUTIVE BOARD POSITIONS (6 AVAILABLE)

GENERAL INFORMATION

Mesa Court Council (MCC) provides programming, leadership development opportunities, and advocacy for the residents in Mesa Court Housing. It is comprised of representatives from each of the 29 Mesa Court residence halls. The purposes of MCC are to create and maintain unity among the halls and residents of Mesa Court, and to initiate, coordinate, and fund a variety of programs – including historical Mesa Court events such as *Haunt the Halls* in October, *Casino Night* during the Fall quarter, *Mr. Mesa* (mock beauty pageant) in the Winter quarter, the annual *Semi-Formal* and *Semi-Formal Fashion Show* during the Spring quarter. Mesa Court Council Executive Board members are expected to serve as advocates for resident concerns and issues, providing leadership and involvement opportunities for first-year students.

The Mesa Court Council Executive Board is a team of six student leaders who work cooperatively to lead Mesa Court Council (MCC). The executive board of MCC is comprised of six officers who share responsibilities. Each position has a variety of responsibilities as determined by members of the team. Some responsibilities are shared among all executive board members and some responsibilities are specific to each position. Together this team maintains connections between the residents and professional staff of Mesa Court Housing as well as other UCI offices.

The successful candidate will be available to meet with the Executive Board and with advisor/supervisor on Mondays from 5-7pm, will attend MCC general assembly meetings on Wednesdays at 7pm and will maintain at least 6 scheduled office hours in the MCC Office on a weekly basis. MCC Executive Board members must be available for Fall Training, tentatively set for September 8, 2009. Further, the successful candidate is expected to serve as a liaison between the professional staff of Mesa Court Housing and the students, be a positive role model for residents and fellow student staff members, chair at least one event/program/project per year, and refrain from speaking officially on issues brought before MCC. Preference will be given to applicants who have experience with either Mesa Court Leadership Institute (MCLI) or past participation in a community council (MCC, MECC, CV-SA, etc.).

Remuneration for the MCC Executive Board positions is \$384 a month, working 10 hours a week including office hours, and guaranteed housing and advance selection of a residence hall room. Paid monthly by check or direct deposit. Start date is tentatively September 8, 2009 with an end date of June 13, 2010. All MCC Executive Board Members will be required to be active participants in Fall and Winter training with other student staff members.