**Oakes College Community Assistant**  
**Job Description 2018-19**

**GENERAL DESCRIPTION**
The Oakes College Programs Office strives to provide meaningful opportunities for interaction among students through a variety of social and educational programs. We believe in creating a welcoming, inclusive and supportive college community that supports all students in their own development. The Community Assistant (CA) plays an important role in building and fostering a sense of community among all Oakes students, including those in residence and off-campus.

**MINIMUM QUALIFICATIONS**
- Must be a full-time UCSC student and willing to hold position for the full academic year
- Must maintain a 2.5 cumulative GPA or higher at the time of application as well as throughout the period of employment
- Must be in good judicial standing. Any judicial violations incurred after applying to the position may disqualify a candidate from the process

**COMPENSATION & DATES OF EMPLOYMENT**
- Pay rate: $11.50/hour
- Average hours per week: 8-10 hours
- Dates of employment: September 22, 2018 through Saturday, June 16, 2019
  - Employment begins after Spring and Fall training has been completed
    - During Fall Training, Community Assistants are compensated with room and board, not an hourly wage
- Community Assistants are appointed for one academic year only. Re-application is based upon excellent performance and a re-application process

**IMPORTANT DATES (subject to change)**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date Range</th>
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<tbody>
<tr>
<td>Spring Training</td>
<td>5 weekly trainings during Spring Quarter</td>
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<td></td>
<td>Mondays, 6-8 PM</td>
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<td>Fall Training</td>
<td>Tuesday, September 4 - Thursday, September 21, 2018</td>
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<tr>
<td>Move In &amp; Welcome Week</td>
<td>Friday, September 22 - Saturday, September 29, 2018</td>
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<tr>
<td>Staff Meetings</td>
<td>Mondays, 7:00-9:00 PM (every week of academic year)</td>
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<tr>
<td>Winter Retreat</td>
<td>Friday, January 4, 2018</td>
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<tr>
<td>Commencement</td>
<td>Weekend of June 14-16, 2018</td>
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**DUTIES & RESPONSIBILITIES**
1. Training & Meetings
   - Attend all required staff trainings
   - Attend weekly staff meetings during the academic year (Monday, 7:00 - 8:00 PM)
   - Attend weekly 1:1 meetings with supervisor at regularly scheduled times
2. Program Development
   • Serve on Oakes Welcome Leader event planning committees to support the development, planning, and implementation of Welcome Week
   • Work in a team to develop, plan, and implement major college-wide social events such as College Nights (2 per quarter), Spirit Week, Block Party, Underdome 3-on-3 Basketball Tournament,…etc.
   • Collaborate with Neighborhood Assistants and other campus partners to plan and carry out programming that addresses the college theme, as well educational, social, wellness, and multicultural themes and issues
   • Utilize inclusive programming guidelines to ensure programs are welcoming to all members of the campus community
   • Follow zero-waste guidelines to reduce the amount of waste sent from events to the landfill
   • Develop and post at least one passive educational program per academic year

3. Community Involvement
   • Maintain clear and ongoing communication regarding past and upcoming events with residential life staff and Oakes College Senate
   • Regularly collect feedback from a wide variety of Oakes College affiliates on past programs and ideas for new events
   • Uphold and role model the UCSC Principles of Community and the Oakes College Mission Statement

4. Administrative Responsibilities
   • Fulfill at least 2.5 hours of weekly office hours in the Student Life Office
   • Create and distribute flyers, posters, and other forms of advertisement to publicize events
   • Shop for program materials and submit receipts and purchase-related documentation
   • Keep records of event plans, details, and post-program evaluations
   • Communicate in a timely manner, by phone and email, with campus partners, teammates, professional staff members and supervisor
   • Maintain the Production Room and storage units in orderly condition

6. Miscellaneous Responsibilities
   • Participate in set-up, event management, and clean-up for Oakes Senate and/or Oakes College sponsored events
   • Fulfill 4-hours of commencement related support during Finals Week of Spring Quarter
   • Work Move-In and Commencement
   • Work on special projects with the College Programs Coordinator and/or Student Life Assistant
   • Other duties as assigned