



Returner Neighborhood Assistant Job Description 2016-2017

(Employment & training dates are subject to change)

GENERAL DESCRIPTION

Neighborhood Assistants (NAs) work with students living in on-campus housing in a peer advising capacity. These student leaders assume responsibilities for educational, social, academic, and culturally inclusive programming in their living communities, as well as upholding the UCSC Student Code of Conduct, Oakes College community standards, and resident safety. NAs play an integral role in developing a sense of community and appreciation for diversity at Oakes College.

MINIMUM QUALIFICATIONS

- Must have completed 1 year of college prior to starting the position
- Must have experience living in a group setting
- Must be a regularly enrolled full-time registered UCSC student, willing to hold position for the full academic year
- Must maintain a 2.5 cumulative GPA from the time of application throughout employment
- Must be in good student conduct standing. (Good student conduct standing is defined as anything below probation.)
- Must pass a fingerprinting/background check
- Ability to work well in a team
- Comfortable being a leader in group settings
- Ability to use authority with good judgment
- Possess administrative skills
- Possess effective communication skills in order to successfully approach people, mediate conflict situations and to enforce university and housing policies

COMPENSATION, TERMS & DATES OF EMPLOYMENT

- The standard campus perquisite is in the form of a single room in a residence hall or shared apartment and a 7-day meal plan. The value of this compensation is in the form of a deduction of the room and board rates during the term of employment. *Please note: The compensation may impact your financial aid package, including work-study funds, scholarships, and grants. Please see an advisor at the Financial Aid Office if you have questions about your individual situation.*

- The job is based on an average of 15 hours per week
- This job is secondary only to the staff member's academic program. Each college/ARCH unit will provide guidance in regards to allowable time commitments (up to 10 hours) for extracurricular activities and/or employment as well as maximum academic loads.
- Dates of employment are approximately from September 1 through the Monday following commencement. The College/ARCH unit will set additional required dates, including guidelines around leaving for and returning from breaks.

Training Requirements & Dates

Spring Training	TBD
Fall Training	Monday, August 29, 2016 - Opening
Move-in/Fall Welcome Week	Staff may be required to be available the entire week and following weekend
Winter Training	Between the days of January 6, 2017– January 8, 2017

Important Required Dates

	Staff required to stay until:	Staff required to return:
Thanksgiving	Wednesday, November 23, 2016*	Sunday, November 27, 2016
Winter Break	Friday, December 9, 2016*	Saturday, January 7, 2017
Spring Break	Friday, March 24, 2017*	Sunday, April 2, 2017
End of School Year	Monday, June 19, 2017	N/A

* End times based upon unit needs or discretion

JOB DUTIES AND RESPONSIBILITIES

1. Training & Meetings

- Attend all required college trainings
- Attend weekly Monday night staff meetings throughout the year
- Attend one-on-one meetings with supervisor at regularly scheduled times
- Have valid CPR/First Aid certification throughout term of employment
- Have valid Mental Health First Aid certification throughout term of employment (courses offered spring quarter or during fall training pending unit decision)
- Attend one professional development training or conference (i.e., NRAP, Practical Activism, Students of Color Conference, etc.)
- If applicable, attend assigned committee meetings and/or meetings with other campus residential staff
- Complete FERPA training

2. Community Development

- Uphold and role model UCSC's Principles of Community and the college's/ARCH unit's mission statement
 - Develop a safe and academically conducive residential environment
 - Maintain visibility and accessibility to residents
 - Provide conflict mediation, peer counseling, and encourage responsible behavior
 - Serve as a resource for residents
 - Know and educate residents about campus resources and services, and refer students as appropriate
 - Demonstrate competency around aspects of identity and difference
 - Maintain privacy and objectivity when working with students
3. Programming
- Fulfill all programming requirements as outlined by college/ARCH unit and/or supervisor
 - Track and maintain allocated programming budget
 - Support and assist with Welcome Week/Fall Orientation
 - Attend and support unit and university sponsored programs (e.g., college nights, MLK Convocation, etc.)
 - Assist with Commencement
 - Distribute and update flyers from campus partners
4. Safety & Security
- Respond to emergency situations and assist with evacuations when necessary
 - Participate in on-duty/on-call rotation as assigned, and provide lock-out, emergency, and other assistance to residents as appropriate
 - Provide crisis interventions, provide referrals and seek assistance when necessary
 - Document and report maintenance and custodial problems
 - Maintain security of keys
 - Report all safety concerns immediately
 - Serve as a Mandated Reporter; fulfill all documentation and reporting requirements as outlined in the Clery Act (Campus Security Authorities - CSA) and the Child Abuse and Neglect Reporting Act (CANRA)
5. Policy Enforcement & Duty Rotation
- Uphold and enforce all housing and university policies
 - Document all policy violations and submit incident reports within 24 hours of the incident
 - Adhere to all housing and university policies and all applicable state and federal laws
 - Report all acts of bias as identified in the university's Hate/Bias policy
6. Administrative Duties
- Maintain regular communication with supervisor and regularly check UCSC email, room phone, and office mailbox and respond in a timely manner
 - Follow all financial policies and procedures
 - Complete all administrative tasks (i.e., purchase orders, paperwork, etc.) as assigned
 - Assist with student check-in, room transfers, and check-out

- Assist with office coverage when necessary
- Assist with student staff selection
- Other duties as assigned

Additional Expectations for Returning Neighborhood Assistants

MINIMUM QUALIFICATIONS

Must have served as an Oakes College Neighborhood Assistant for a full academic year prior to the start date of this position

Must be able to serve as a mentor and role model to new staff members

Demonstrated ability to adapt to the changing nature of the NA position

DUTIES & RESPONSIBILITIES

Returning NA Duties & Responsibilities include:

Serve as a mentor and role model to new student staff members

Serve as a mentor in the Spring Student Leader Mentor Program

Develop and present sessions during student staff trainings, especially Fall Training

Provide feedback to professional staff on the development of new staff members as well as overall team dynamics

Develop programs that address issues or topics on a deeper level than previous year's programs

Assume leadership roles within programming committees (e.g., college- wide committees or Oakes/Eight Collaboratives)