Academic Student Coordinator- Position Description
2017 UCI Costa Rica Program

Costa Rica Program Student Coordinators (2) are UCI student leaders who are chosen to help coordinate the overall Costa Rica Global Sustainability & Cultural Immersion Program. Student coordinators will have an interest in and knowledge of sustainability and intercultural issues. Student coordinators play an integral role in leading and coordinating the overall program components. The Academic Student Coordinator will focus on:

- Assisting with participant learning and development by supporting academic classes and program retreat
- Advising and assisting participants with individual research project development
- Planning and implementing outreach programs and events

Both student coordinators will also assist with recruitment, selection and team development. The leadership provided by the student coordinators leads to a highly successful and impactful program for the campus community.

Student coordinators have previous event planning and group facilitation experience. They use this experience to lead highly engaging outreach initiatives and build strong stakeholder relationships. They are also skilled at leading small group discussions & facilitating activities.

Student coordinators may be previous Costa Rica Program alumni or student leaders with previous group leadership experience. Please thoroughly read the information listed below prior to applying. Please note: you will be asked to submit a resume when applying for the position.

More information about the Program is here: [http://sites.uci.edu/costaricaprogram/](http://sites.uci.edu/costaricaprogram/)

The Application Form is available online: [https://eee.uci.edu/survey/CRP2017Coords](https://eee.uci.edu/survey/CRP2017Coords)

Please email your resume or a list of activities/awards to Rachel Harvey at raharvey@uci.edu to accompany your application.

**Application Deadline: Friday, June 17 at 12pm noon.**

Interviews for selected candidates will take place in July, by video chat if necessary.

**REQUIREMENTS**

- Commit to position for one academic school year with the following tentative start/end dates:
  - August 2016-June 2017
- Attend mandatory training sessions with the following tentative dates: August 22-September 9 (40 hours per week paid).
- Adhere to all Student Housing and University of California policies and procedures.
- Complete a Live Scan background check (employment is contingent upon results)
• 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.
• Attend a Mandatory Human Resources Paperwork Session
• Attend the Costa Rica Trip during the entire spring break (March 24-April 1, 2017). If you are a Costa Rica Program Alumni this is optional; if you are not, it is required. If participating in the Spring Break Trip, a participant fee of $1300-$1500 is required.
• Attend all winter and spring quarter classes. Times TBA.

IMPORTANT DETAILS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>PAY RATE &amp; HOURS PER WEEK OF WORK</th>
<th>COSTA RICA SPRING BREAK TRIP</th>
<th>WEEKLY MANDATORY MEETINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costa Rica Academic Student Coordinator</td>
<td>$12/hour Up to 10-12 hours/week <strong>Work will be less in Fall Quarter, is not available over winter break, and is optional during spring break.</strong></td>
<td>Optional for Costa Rica Program Alumni; Required for all others. Participation in the Spring Break Trip incurs a $1300-1500 fee.</td>
<td>TBD 1-2 hours per week Winter &amp; Spring Qtrs Class</td>
</tr>
</tbody>
</table>

*Please note: if you have another job on campus, you may not work more than 19.5 hours per week total*

Please note: If you are a Costa Rica Program Alum, you do not have to attend the trip over spring break, but may be an option, space permitting. If you are not a program alum, you will be required to go on the trip to Costa Rica. All participants (including Student Coordinators) will be required to pay $1300-$1500 to participate in the trip.

GENERAL INFORMATION
The Costa Rica Student Coordinators will work cooperatively with Student Housing professional staff in the development and implementation of the Costa Rica: Global Sustainability & Cultural immersion Program. The Student Coordinators will help to develop programs, resources, outreach initiatives, marketing materials and assessment tools to increase the effectiveness of the Costa Rica Program.

The student coordinators will be required to work 10-12 scheduled hours a week, will meet weekly with their Student Housing Professional Staff supervisor, and maintain regular working 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.

In order to be considered for and maintain these positions, you must:
• Have proven leadership experience/skills
• Have the ability to work independently, take initiative, and be proactive
• Be able to work collaboratively with other students and groups to meet deadlines
• Demonstrate flexibility and effective communication skills
• Have strong administrative, organizational, planning, and time management skills
• Knowledge of (or interest in learning about) sustainability practices and initiatives
• Show attention to detail
• Ability to prioritize projects according to deadlines and/or supervisor needs
• In good academic and disciplinary standing with the University
• Be able to attend all Winter and Spring Classes
• Be able to attend the entire Spring Break Trip during Spring Break (if not a past Costa Rica program alumni)

Preference will be given to candidates who are able to demonstrate the following skills/experience:
• Experience serving as a TA, assisting with an academic program or leading research
• Experience with the cycle of programming and event planning (planning, implementation and/or assessment)
• Familiarity with Student Housing, Student Affairs, and community resources and procedures
• Ability to speak (or knowledge of) Spanish (if attending the trip)
• International (or significant intercultural) travel/group travel experience
• Costa Rica Program Alumni

RESPONSIBILITIES:
• Attend weekly meetings with the Costa Rica team leadership
• Work collaboratively with the Costa Rica team leadership to lead a team of 15 participants
• Meet with program stakeholders and communicate program impact/outcomes
• Provide input and feedback on Costa Rica programs and initiatives

Academic Student Coordinator Responsibilities:
• Assist with the recruitment and selection of program participants
  o Host interest sessions, information tables, etc.
  o Assist with interviews and selection meetings
• Assist with the planning and facilitation of the winter retreat
  o Assist with and/or lead sessions and activities
• Assist with the Winter Quarter Class
  o Assist with class preparation (weekly agendas, speaker coordination, class material prep, etc.)
  o Coordinate service-learning and academic excursions
  o Assist with class logistics (tracking assignments, reviewing assignments, attendance, etc.)
  o Create class learning outcome assessments
  o Meet with students to discuss their research projects
  o Lead or assist with class sessions
• Assist with the Spring Class
  o Assist with class preparation (weekly agendas, class material prep, etc.)
  o Assist with class logistics (tracking assignments, reviewing assignments, attendance, etc.)
  o Meet with students as they prepare their research presentations
  o Lead or assist with class sessions
• Lead the coordination of the Costa Rica Research Symposium
  o Work with the Student Development Coordinator (professional staff) and the community programmers along with Costa Rica participants & leaders to host this event in May.
• Assume leadership responsibilities during the trip (if attending), including but not limited to:
  o Keeping track of participants, particularly when moving from one location to another
  o Assist with communication between UCI Staff, TAE representative and local guide
  o Assist with nightly reflections and activities with team
  o Respond to any emergencies that may occur during trips
  o Uphold Costa Rica Program policies and procedures
• General Program Support
  o Assist with grant writing (in particular fall quarter)
  o Assist with the large scale spring outreach event(s)
  o Assist with outreach and social media efforts
  o Assist with alumni connections and support
• Other duties as assigned