

POSITION DESCRIPTION

Job Title: Student Life & Devt Supr 1 Job Code: 004567 Employee Name: Vacant

Status	Draft
Appointment Type	Contract Appointment
End Date	6/30/2024 12:00:00 AM
Working Days and Hours	8am-5pm
Percent of Time	100%
Campus Work Location	UC Merced
Resume Reviewer	Martin Reed
Resume Reviewer Email	mreed9@ucmerced.edu
Resume Reviewer Phone	(209) 228-4262
Employee Name	Vacant
Position ID	
Department	AUXILIARIES-HOUSING/DINING
Subdivision	AUXILIARY SERVICES
Division	STUDENT AND CAMPUS LIFE
Organization	VICE CHANCELLOR-STUDENT AFFAIRS
Job Family	Student Services
Job Function	Student Life and Development
Job Category	Supervisory and Management
Job Function Summary	
Job Name	Student Life & Devt Supr 1
Job Code	004567
Personnel Program	PSS
Salary Grade	10
FLSA	Exempt
Job Level	Supervisor 1
Generic Scope	Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or campus policies, procedures, and defined internal controls. Ensures accountability and stewardship of campus resources (operational, financial, and human) in compliance with departmental standards and procedures.

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Custom Scope

UC Merced opened in Fall 2005 with a long-range goal to house 50% of the students on campus. Currently, there are approximately 3,600 students living on-campus in traditional and suite-style residence halls. The mission of the Residence Education team at the University of California, Merced is to provide clean, safe, student-centered residential communities. We cultivate our living-learning experience to support academic accomplishment, diversity and respect for human dignity, and student success. Our sound financial management and business principles enable us to expand our programs and facilities to serve the changing needs of the students and university community.

Under the general supervision of the Associate Director for Student Development Programs and Associate Director Living-Learning Programs, the Residence Education Coordinator (REC) facilitates opportunities to engage the staff and residents in actualizing our living-learning communities (Transfer, Afro Hall, Sophomore Experience, Leadership and Service and Fiat Lux Scholars, etc). The incumbent oversees the development of inclusive and interactive communities, programming, and conduct adjudication. Additional responsibilities include the selection, training, and co-supervision of 65+ Resident Assistants. The REC counsels and refers individual and groups of students regarding student conduct and personal concerns; serves as liaison to Dining Services, Police, Health and Counseling Centers, Academic Departments and Student Life; facilitates productive relations with our core programming partners Calvin E. Bright Success Center, Health Education, and Career Services; provides week night and weekend emergency response on a year round basis; serves on departmental and campus-wide committees; and assists in coordinating the summer school housing program. The incumbent is assigned annually to a partially furnished University 2-bedroom apartment. The REC participates in after-hour on-call duty coverage during weekdays, weekends, holidays, breaks, and summer.

Department Overview

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Key Responsibilities	20%	<p>GENERAL ADMINISTRATION</p> <ul style="list-style-type: none"> •Maintain a high level of visibility and interaction with students. •Implement University and departmental policies and procedures. •Develop and implement tools to evaluate and assess department programs, training, educational learning outcomes, and administrative processes. Analyze data, recommend improvements, and submit written reports. •Attend individual meetings with supervisor and weekly staff and departmental meetings. •Assist in writing mid-year and year-end and analytical reports (quantitative and qualitative). •Serve on campus and departmental projects and committees. •Facility Operations and Occupancy Management: <ul style="list-style-type: none"> a.Implement check-in/check-out procedures, room change process, and room consolidation process in cooperation with the housing services team b.Oversee building supplies and equipment by maintaining appropriate records and procedures c.Collaborate and communicate with maintenance and custodial teams regarding building work order requests and resident safety. d.Coordinate fire drills, emergency procedures, and general health and safety protocols for the residential community e.As needed, perform lock changes •Performs special projects and other duties as assigned. 	Yes
	30%	<p>SUPERVISION AND STAFF DEVELOPMENT</p> <ul style="list-style-type: none"> •Directly supervise, train, and evaluate a team of 10-16 academic-year Resident Assistants (RA). •Supervise, train, and evaluate summer residence staff. •Facilitate regular staff development activities and in-service training programs to promote teamwork and leadership development. •Shared responsibility for coordinating the recruitment and selection of 65 Resident Assistants and 10-15 Office Assistants. •Facilitate individual supervisory meetings and weekly staff meetings to cultivate open lines of communication, provide leadership and direction, address issues, and implement proactive measures to improve satisfaction. 	Yes
	20%	<p>RESIDENCE LIFE PROGRAMMING</p> <ul style="list-style-type: none"> •Create inclusive residential learning environments to enhance student academic success, sense of belonging, engagement with faculty, community citizenship, and leadership. •Implement a cohesive and integrated academic and co-curricular residential education program to support the overall well-being of students. •In collaboration with campus partners, implement a two-year residential learning program to create a community of scholars and support academic 	Yes

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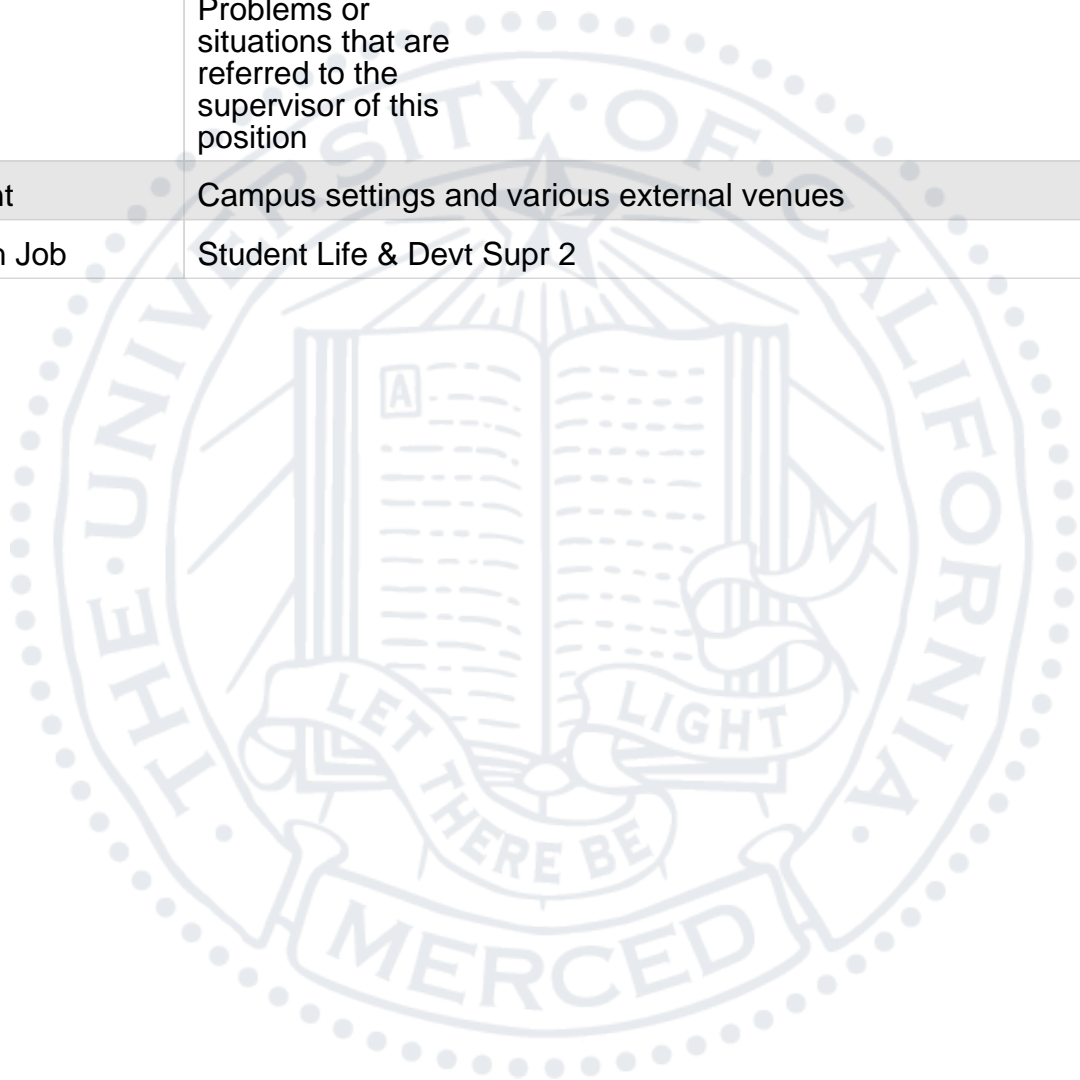
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	<p>living-learning programs. In doing so, establish productive and collegial relationships with the Office of Student Involvement, Office of Leadership, Service, and Career, Recreation & Athletics, Housing and Auxiliaries Services, Bright Success Center, Health Promotion, Basic Needs, Financial Aid, Admissions, and Public Safety, School of Natural Sciences and the Division of Undergraduate Education.</p>	
10%	<p>COUNSELING AND ADVISING</p> <ul style="list-style-type: none"> •Provide advice and counsel individuals and groups regarding University policies, student-initiated programs, and ideas. •Mediate conflicts as needed and serve as a resource and referral agent. •Facilitate online webinar series to promote community engagement and inclusion. •Provide ongoing diversity and social justice education, and work with residents regarding student behavior and skill development. 	Yes
20%	<p>STUDENT DEVELOPMENT & CRISIS RESPONSE</p> <ul style="list-style-type: none"> •Serve as a conduct hearing officer as stipulated by Residence Education policies and procedure, and ensure timely and accurate documentation of incidents. •Respond to inappropriate student behavior in violation of campus policies and procedures and/or negatively impacts other residents, and support hall staff in the follow-up process. •Consult with the Associate Director or other professional staff members on conduct action as appropriate. •Maintain accurate records. Prepare and submit reports, including the annual Clery report. •Serve on weeknight, weekend, and holiday on-call duty to respond to emergencies. •Participate in crisis response and Campus Emergency Response. 	Yes
100%	Total	
Note:The responsibility is essential if it is marked 'Yes'		
Education	Bachelors degree	Required
	Masters degree	Preferred
Licenses		
Certifications	N/A	Preferred
Conditions		
Budget	Totals	0 \$0

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<p>Problem Solving</p>	<p>Common problems solved by this position</p> <p>Less frequent and more complex problems solved by this position</p> <p>Problems or situations that are referred to the supervisor of this position</p>
<p>Environment</p>	<p>Campus settings and various external venues</p>
<p>Career Path Job</p>	<p>Student Life & Devt Supr 2</p>



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Physical Requirements

**Employees may require reasonable accommodation to perform essential functions when they are unable to meet physical or other requirements. When needed, work with your disability management or equivalent office to evaluate specific tasks and determine if accommodations are available.*

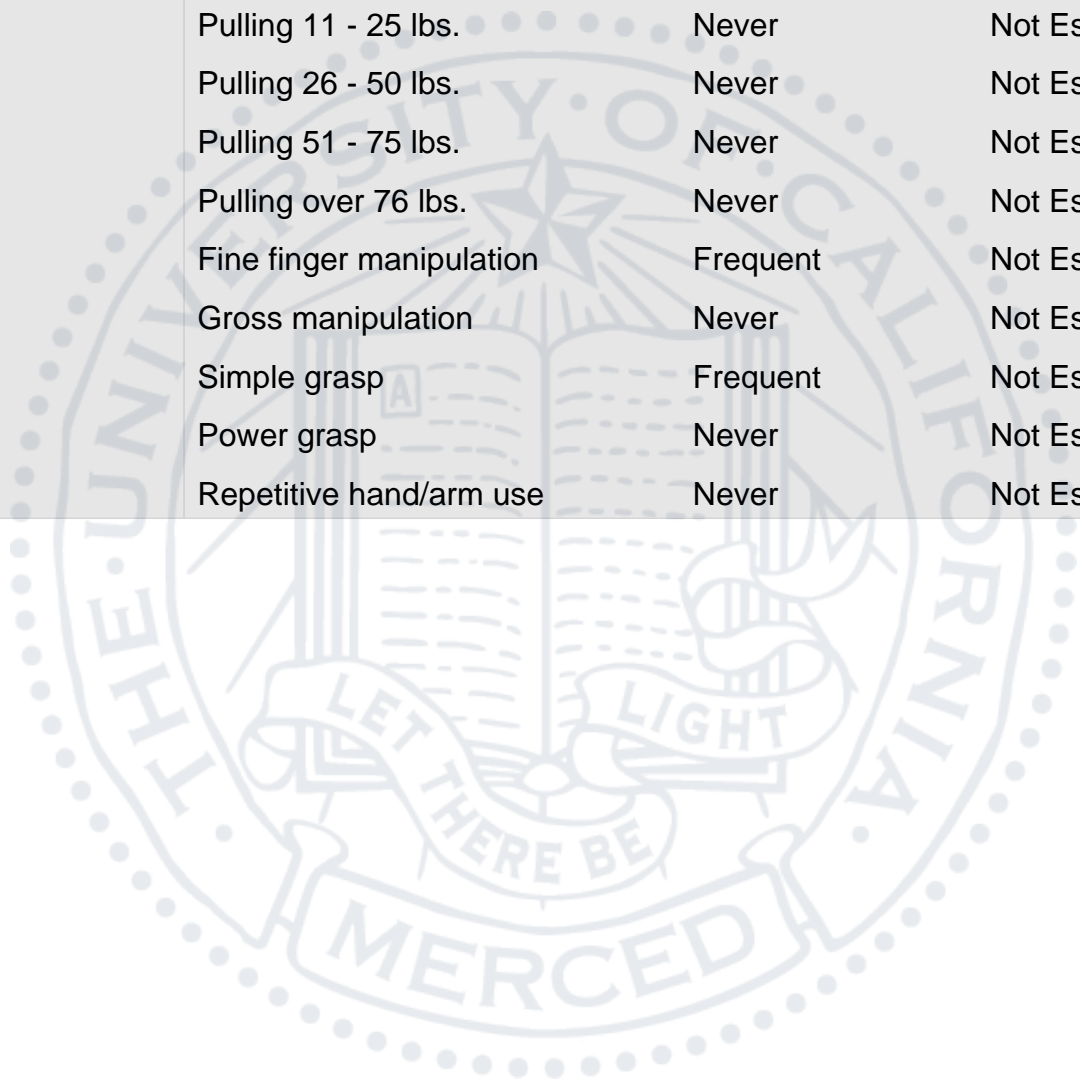
Never = 0 Hours
Occasional = Up to 3 hours
Frequent = 3 to 6 hours
Continuous = 6 to 8+ hours

Sitting	Frequent	Not Essential
Standing	Frequent	Not Essential
Walking	Frequent	Not Essential
Squatting	Occasional	Not Essential
Bending	Frequent	Not Essential
Waist twisting	Never	Not Essential
Kneeling	Occasional	Not Essential
Crawling	Occasional	Not Essential
Body positions other		
Climbing stairs	Occasional	Not Essential
Climbing ladders	Occasional	Not Essential
Climbing other		
Reaching overhead	Frequent	Not Essential
Reaching shoulder height	Frequent	Not Essential
Reaching below shoulder height	Frequent	Not Essential
Lifting 0 - 20 lbs. below waist	Frequent	Not Essential
Lifting 21 - 30 lbs. below waist	Never	Not Essential
Lifting 31 - 60 lbs. below waist	Occasional	Not Essential
Lifting over 60 lbs. below waist	Occasional	Not Essential
Lifting 0 - 20 lbs. above waist	Never	Not Essential
Lifting 21 - 30 lbs. above waist	Never	Not Essential
Lifting 31 - 60 lbs. above waist	Never	Not Essential
Lifting over 60 lbs. above waist	Never	Not Essential
Lifting up to 0 - 20 lbs. overhead	Never	Not Essential
Lifting up to 20 - 30 lbs. overhead	Never	Not Essential
Lifting over 30 lbs. overhead	Never	Not Essential
Carrying 0 - 20 lbs.	Never	Not Essential
Carrying 21- 30 lbs.	Never	Not Essential
Carrying 31 - 60 lbs.	Never	Not Essential
Carrying over 60 lbs.	Never	Not Essential

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Pushing 0 - 20 lbs.	Never	Not Essential
Pushing 21- 30 lbs.	Never	Not Essential
Pushing 31 - 60 lbs.	Never	Not Essential
Pushing over 60 lbs.	Never	Not Essential
Pulling 0 - 10 lbs.	Never	Not Essential
Pulling 11 - 25 lbs.	Never	Not Essential
Pulling 26 - 50 lbs.	Never	Not Essential
Pulling 51 - 75 lbs.	Never	Not Essential
Pulling over 76 lbs.	Never	Not Essential
Fine finger manipulation	Frequent	Not Essential
Gross manipulation	Never	Not Essential
Simple grasp	Frequent	Not Essential
Power grasp	Never	Not Essential
Repetitive hand/arm use	Never	Not Essential



University Of California, Merced
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Environmental Requirements			Never = 0 Hours Occasional = Up to 3 hours Frequent = 3 to 6 hours Continuous = 6 to 8+ hours
Loud noise	Never		Not Essential
Moving machinery	Never		Not Essential
Background noise	Never		Not Essential
Dim or bright lighting	Never		Not Essential
Dust, fumes or gases	Occasional		Not Essential
Marked changes in temperature	Never		Not Essential
Marked changes in humidity	Never		Not Essential
Chemicals or toxic substances	Never		Not Essential
Latex	Never		Not Essential
Radiation	Never		Not Essential
Microwave	Never		Not Essential
Combative patients	Never		Not Essential
Works in confined quarters	Never		Not Essential
Exposures other			
Ability to differentiate color	Never		Not Essential
Operating motor vehicles	Never		Not Essential
Use of protective equipment	Never		Not Essential
Miscellaneous other			
Blood/Fluid Exposure Risk	Tasks involve no exposure to blood, body fluids or tissues. Category 1 tasks are not a condition of employment.		
Mental Requirements			Never = 0 Hours Occasional = Up to 3 hours Frequent = 3 to 6 hours Continuous = 6 to 8+ hours
Read/Comprehend	Frequent		Not Essential
Write	Frequent		Not Essential
Perform calculations	Frequent		Not Essential
Oral communication	Frequent		Not Essential
Reason and analyze	Frequent		Not Essential
Mental demands other			
Direct Supervision	NA		NA
Supervision Received	General Supervision		

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Critical Position	<p>Possession of building master keys for access to residences, offices, or other facilities. Yes</p> <p>Direct responsibility for the care, safety and security of people, including children and minors, or property, including personal and University. Yes</p> <p>Direct access to or responsibility for controlled substances (as defined in BFBBUS-50); access to certain high risk hazardous chemicals, biological or radioactive/nuclear materials for which background checks are required by federal or state regulations or access to any other hazardous material specifically designated by the UC Executive Director of Environmental Health and Safety. Yes</p> <p>Direct access to and/or responsibility for protected, personal, or other sensitive institutional information, including information on students, faculty, staff, or other University constituents, and IT resources that process, transmit or store restricted or sensitive institutional information. Yes</p> <p>Responsibility for operating commercial vehicles, machinery or toxic systems that could result in accidental death, injury or health problems. No</p> <p>A requirement for a professional license, certificate, or degree, the absence of which would expose the University to legal liability and/or negative public reaction. No</p> <p>Direct access to and/or responsibility for information affecting national security. Yes</p> <p>Direct access to or responsibility for cash, cash equivalents, checks, or University property, disbursements or receipts (as defined in BUS-49, Section III.C.). Yes</p> <p>Authority for committing the financial resources of the University through contracts or agreements. Yes</p> <p>Position requires annual filing of State of Economic Interests (Form 700). No</p> <p>Note: This is a critical position if any marked 'Yes'</p>
Date Created	11/29/2012 12:26:24 PM
Supervisor Name	TBD
Department Head	Martin Reed

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Signatures:

Employee X _____ Date _____
 Vacant

Supervisor X _____ Date _____
 TBD

Department Head X _____ Date _____
 Martin Reed

Effective Date	ER Code	Approved title/Grade	Analyst Initials	Date Classified	Title Code / Job Number

Human Resource X _____ Date _____

