General Description:
The Leadership & Programming Assistant (LPA) is approximated to be a half-time (20 hours per week) stipend award position. The LPA is a member of the Student Housing Services, Residential Life programming staff and will be expected to uphold and promote the mission, vision, and values of this organization. Student Housing Services (SHS) is a division of the University of Hawaii, Mānoa (UHM); Office of Student Affairs (OSA) and is a multifaceted organization involving both internal and external campus stakeholders, such as students, staff, faculty, parents and families. The Leadership & Programming Assistant may have responsibilities, under the supervision of the Coordinator for Leadership & Programming (CLP) and/or an Assistant Director (AD), in the creation and execution of Student Housing programs and initiatives. The LPA plays a critical role in developing inclusive, welcoming communities which foster personal and academic success while demonstrating an appreciation and understanding of the host culture (Native Hawaiian). Well-qualified applicants will have an understanding of nontraditional work hours within Residence Life as well as maintaining a presence in community.

Minimum Qualifications:
Applicants MUST possess at minimum a Bachelor’s degree from an accredited institution of higher learning at the time of appointment. Applicants may be in the process of completing said degree during the interview process so long as degree completion is expected prior to the beginning of the award period. Applicants may also be in possession of an advanced degree so long as the applicant is enrolled or has been accepted into a graduate or post-baccalaureate program at UH Mānoa. Incumbents to the position MUST be accepted into a graduate or post-baccalaureate (if already in position of an advanced degree) program by the time of award period.

Preferred Qualifications:
1) Previous experience working for a college or university
2) Previous experience with event planning
3) Demonstrated ability to use social media for marketing and community involvement.
4) Previous experience working with or belonging to student governance/ student organizations.
5) Highly organized and able to work autonomously.

Skills and Responsibilities:

Community Development – The Leadership & Programming Assistant is expected to develop individual relationships with students and serve as an advisor for academic, transition, and/or personal concerns. This may include:
1. Demonstrating an active and positive attitude toward Residential Life and consistent support of the mission, vision, and goals of SHS.
2. Promote the concept of an active, inclusive, and safe community within the halls/complexes.
3. Be visible in the Student Housing community.
4. Role model appropriate professional behaviors to students and staff.

**Programming** – The responsibilities of the Leadership & Programming Assistant include:
1. Assist the Coordinator for Leadership & Programming with the planning and implementation of large-scale Student Housing events, including the Late Night Programming Series, PolyFest, 15 Days of Diversity and Social Justice Awareness, Manoa Move In, and Housing’s Week of Welcome.
2. Practice fiscal management to ensure compliance and documentation of all programming purchases.
3. Perform administrative duties as needed to ensure compliance with all university/department policies and procedures.
4. Provide guidance and support to student staff working on various programming projects.
5. Assist with maintaining marketing practices for events and programs, including social media and other electronic formats.
6. Outreach to new and existing vendors in support of using Housing’s fiscal processes.

**Resource Management** – The responsibilities of the Leadership & Programming Assistant may include:
1. Assume shared responsibility for the administration and management of programming resources, including but not limited to: Resource Room, vans, event equipment, electronic devices.
2. Coordinate with internal and external partners to maintain policies and procedures for marketing/postings, space reservations, and space usage.
3. Perform data entry as designated and maintain confidentiality of all records in accordance with the Federal Educational Rights and Privacy Act (FERPA) and UHM Administrative policies.

**Leadership Development** – The Leadership & Programming Assistant may advise both members of the RA staff and residents involved in SHS leadership programs. This may include:
1. Support and advising of the Residence Hall Association (RHA), including in the planning and facilitation of activities, programs, and initiatives as well as the proper vetting of resident grievances through the RHA.
2. Co-supervise the RHA Executive Board.
3. Assistance in training of residential leaders through both formal and informal leadership development.

**Liaison to Student Housing Services** – The Leadership & Programming Assistant will strive to develop positive and collaborative working relationships with colleague across varying levels within SHS. This may include:
1. Membership in a departmental committee (e.g. Diversity and Social Justice, Student Staff Training, Academic Initiatives, etc.) within Residential Life. Degree of involvement will vary based on program needs.
2. Develop collaborative relationships with Administrative and Operations staff, specifically with those heavily involved in programming and resource management processes.

**Professional and Personal Development** – The Leadership & Programming Assistant will take direct responsibility in consultation with the CLP and/or AD for measurable growth in all parts of the position. This will include:

1. Semi-annual performance evaluations by supervising CLP or AD and student staff in concert with semi-annual self-evaluation.
2. Development of an individualized set of position goals in consultation with supervising CLP or AD and based on semi-annual performance evaluations.
3. Other duties as assigned by CLP or AD.

**Evaluation Method:**
The Leadership & Programming Assistant will be evaluated for performance once during each semester of the academic year. Evaluation will consist of a self-evaluation of skills, competencies, and utilization of opportunities followed by a comparative evaluation by the LPA’s immediate supervisor. The LPA will have a formal review meeting prior to the end of the semester so as to address any and all concerns prior to the beginning of the next semester or academic year appointment.

Exemplary performance by the LPA in one or more areas of the position as described above may result in a recommendation that the LPA apply to continue in the position for the next academic year. In such cases where the evaluation process reveals issues of critical concern and/or unsatisfactory performance in one or more areas of the position as described above, the LPA will be subject to necessary corrective action as determined by their direct supervisor in consultation with the respective AD. Such action may include performance counseling and probationary status, which may result in termination if unsatisfactory performance continues. Any appeal thereof would be at the discretion of the Associate Director of Student Housing Services for Residential Life.

**General Terms:**

1. Terms of Appointment - the Leadership and Programming Assistant must be enrolled at UHM as either a full-time graduate-level student or the required certificate hours if seeking an advance post baccalaureate certificate during the period of appointment. Full-time graduate student status is defined as being enrolled for a minimum of nine (9) credit hours per semester. ([http://manoa.hawaii.edu/graduate/](http://manoa.hawaii.edu/graduate/)). If the LPA falls below the full-time credit hours due to graduation, certificate program, or dissertation completion, they must submit a letter from an academic advisor to their respective supervisor that outlines coursework, graduation or dissertation intent and timeline.

2. The eleven (11) month appointment for the 2018-2019 academic year begins on **July 1, 2018** and ends on **May 24, 2019**. The hours worked per week may vary in accordance with peak times in Student Housing Services, specifically staff training, hall opening, staff selection, and closing.
3. The LPA who plan to participate in an internship, graduate assistantship (GA) or on campus employment position, may do so, up to 9 hours per week. The LPA must get the approval of their supervisor prior to the start of their internship/GA/employment position and may be requested to submit supplemental documents.

4. Time Commitment – The Leadership & Programming Assistant must be willing to commit a significant portion of time to the position. Specific time requirements include but are not limited to hall/apartment opening and closing, evening meetings, weekend retreats, and special residence hall/apartment/system-wide events that require staff support. In addition, the LPA may be directed to work during academic breaks, holidays, and any other time deemed necessary by Student Housing Services.

5. Appropriately balance their academic, Residential Life, and personal commitments. Enrollment in 9 or more credit hours per semester must gain the approval from direct supervisor in consultation with respective Assistant Director.

6. Maintain a minimum 3.0 cumulative GPA and minimum 3.0 semester GPA. LPAs whose semester GPA falls below a 3.0 will have one probationary semester to meet the minimum requirements.

7. The LPA MUST be present during Residential Life Professional Staff Training projected to be (July 1 – 31); Student Staff Training (August 1 – 10, and January 2 – 6, 2019); hall/apartment openings (August 13 – 23); and closing (May 2-13, 2019). Any exceptions to this time commitment require approval from their supervisor.

8. During the 2018-2019 academic year, the LPA should expect to work an average of 40 hours per week during the following time periods: July 1 – 31, 2018; August 1– 23, 2018; January 2 – 6, 2019; and May 11 –24, 2019.

9. During the 2018-2019 academic year, the LPA will have the following weeks off (work restricted to 0 hours during these weeks): Nov. 22 – Nov 25, 2018; December 15, 2018 – January 1, 2019; March 25 – 31, 2019

10. The LPA may opt in to the University of Hawaii Part-time and Temporary Medical and Prescription Drug Plans. Enrollment in these plans is voluntary, and the LPA must work directly with HMSA or Kaiser Permanente to enroll. The LPA should review the information and disclosures for these plans found at the following link: https://drive.google.com/file/d/0B89xrebQp_r7RVFPT3E1dzN5dVU/view

11. This position does not provide fringe benefits such as medical benefits, formal vacation or sick leave.

12. Federal and State taxes are not deducted from the stipend. Individuals will receive a 1099 form at the end of the year and are responsible for dealing directly with the Internal Revenue Service regarding any tax liabilities.
13. Financial Aid packages will be impacted by the stipend and housing compensation. Individuals are responsible for dealing directly with the Financial Aid Office regarding this matter.

14. All descriptions, responsibilities, qualifications, remuneration, and conditions contained within this document are subject to change at any time with proper notice.

**Time Off** – The Leadership & Programming Assistant is expected to set aside an adequate amount of time to devote to his/her academic program as well as personal needs and interests. The LPA is subject to the Student Housing Services Residential Life calendar and guidelines for time off.

**Remuneration** – For the Award period of **July 1, 2018 - May 24, 2019**, the Leadership & Programming Assistant will receive the following as stipend award:

1. A weekly allotment of 10 meal swipes to be redeemed in either the Hale Aloha Cafe or Gateway House Café when the dining halls are open.
2. LPA will receive a stipend of $900 per month, issued by the University of Hawaii in hard check on or about the 10th of each month during the term of appointment.

*As the LPA position is a fellowship appointment and not an employment position at UHM, the LPA will NOT receive any fringe benefits, such as medical coverage.*

**The Leadership & Programming Assistant is a LIVE-OFF positon with no administrative on-call duties. This position does not include housing.**

For more information on Student Housing Services, please visit our website: [http://manoa.hawaii.edu/housing/](http://manoa.hawaii.edu/housing/)

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