

Position description for:
UNIVERSITY EXPERIENCE ASSOCIATE



Title V HSI Grant
**Project
ISLAS**
C H A N N E L
I S L A N D S

ABOUT PROJECT ISLAS

Project ISLAS (Institutionalizing Student Learning, Access and Success) is funded through the Title V Developing Hispanic-Serving Institutions Program of the United States Department of Education.

The primary objective of Project ISLAS is to build a university going culture in the region and strengthen university infrastructure and programs that further promote CSU Channel Islands' commitment to fostering diversity, facilitating access and promoting educational attainment.

Project ISLAS is a cross-divisional collaboration with a campus wide and regional impact. Project components include:

- **Getting Ready:** To improve the university readiness of Ventura County's future university students by developing targeted outreach programs for students in public high schools and community colleges.
- **Getting Through:** To increase the retention and educational attainment of CI students by developing a University Experience Program that focuses on the academic success of students in their freshman year and of students in their transfer year.

To learn more about Project ISLAS, please visit www.csuci.edu/islas.

POSITION DESCRIPTION

The role of University Experience Associates (UEAs) is to support the academic success of first year, sophomore year, and transfer year students enrolled in University courses (UNIV 150, 250, and 349), as well as their success in navigating university life outside of the classroom. In this capacity UEAs serve as: student leaders of the University Experience Program, liaisons between faculty and students in University Experience Program Seminars, peer advisors and peer mentors, co-curricular learning community leads, and student support services specialists.

Each UEA will be assigned to support a University course section and will co-facilitate student learning communities throughout an entire academic year. UEAs are expected to hold regular peer advising meetings with students, organize and engage students in co-curricular activities and events, and refer students to support services as needed or schedule time with the faculty member to have services integrated into course sessions. UEAs will regularly engage in leadership and professional development opportunities to facilitate the development of skills needed to be successful in supporting faculty and students.

MAJOR RESPONSIBILITIES

UEA IN CLASS – Course Support for Faculty:

- Monitor student's basic skills and make referrals to student support services;
- Co-facilitate group work including reflections and activities;
- Organize and potentially lead in-class workshops about student services on campus and learning resources;

- Provide regular peer advising and mentoring to assigned students;
- Aid faculty and students with setting-up course e-portfolios in FolioCl;
- Coordinate and co-facilitate Dolphin Interest Groups (DIGs), consisting of 5 to 10 students, which will meet bi-weekly throughout the academic year; and
- Assist with course assessment and project evaluation activities.

UEA OUT OF CLASS/IN OFFICE:

- Bi-weekly meetings with DIGs throughout the academic year:
 - Contact is maintained with DIG members by engaging students in co-curricular activities, keeping them informed of campus life, providing advising, and facilitating DIG meetings;
- Information flow of calendar events:
 - Organize and share information about campus and community events with students;
- Reinforce in class student success by leading workshops;
- Work with students to develop a University Experience e-portfolio;
- Act as a liaison between students and the University Experience Program;
- Monitor academic progress of students;
- Identify appropriate academic referrals for academic success;
- Advise and mentor students during office hours;
- Utilize office hours for class preparation and organization of DIG activities;
- Conduct focus groups;
- Track student participation;
- Utilize and maintain social media:
 - Create and maintain FaceBook page for DIGs and UEA website;
- Assistance with data processing of student's course e-portfolio ;
- Leadership development training for next wave of University Experience Associates;
- Assist with all Project ISLAS events;
- Prepare presentations, present at, and attend local/regional/national conferences;
- Meet regularly with Project ISLAS staff and assigned University faculty member; and
- Respond to UEA email.

ISLAS OUTREACH ROLE:

- Present information about the university-going process
 - to local high school and community college students;
 - at the University Prep Academy hosted by University Culture (ISLAS Outreach); and
 - all other requested ISLAS Outreach events and presentations.

QUALIFICATIONS

- Excellent communication skills, both written and oral.
- Ability to work with students in person, over the phone, and through e-mail.
- Creativity and willingness to take the initiative.
- Ability to multi-task and make efficient use of time.

- Ability to solve problems and make decisions on your own.
- Strong organizational skills and attention to detail.
- Ability to contribute to a team-oriented environment.
- Basic computer and software knowledge including experience with Microsoft Office.
- Willingness to learn.
- Service orientated.
- *Ability to speak Spanish is a plus.*

JOB REQUIRMENTS

- Currently enrolled CI Student.
- Maintain a minimum 3.0 GPA at the time of application and throughout the term of employment. ***If you do not meet the 3.0 GPA requirement please provide an explanation in the statement of interest portion of your application.***

TRAINING AND UNIV COURSE ASSIGNMENT

UEAs must commit to attend scheduled trainings in Spring 2014 and to one University course in the Fall 2014.

- **Spring 2014 Scheduled Trainings:**
 - Tentative: Week of May 19, 2014
 - *Training completion is mandatory.*
- **Fall 2014 UNIV Schedule:** Note that UEAs will only need to be available to attend one class session a week. **The courses highlighted in yellow are currently being reviewed by CI and will most likely change.** For course descriptions please visit: <http://www.csuci.edu/islas/universityexperience/curriculum.htm>.
 - **UNIV 150 Freshman Year Seminar**
 - Section 01: Monday & Wednesday 8:00am – 9:50am
 - Section 02: Monday & Wednesday 8:00am – 9:50am
 - Section 03: Monday & Wednesday 10:00am – 11:50am
 - Section 04: Monday & Wednesday 10:00am – 11:50am
 - **Section 05: Monday & Wednesday 12:00pm – 1:50pm**
 - Section 06: Tuesday & Thursday 8:00am – 9:50am
 - Section 07: Tuesday & Thursday 8:00am – 9:50am
 - Section 08: Tuesday & Thursday 10:00am – 11:50am
 - **Section 09: Tuesday & Thursday 12:00pm – 1:50pm**
 - Section 10: Tuesday & Thursday 2:00pm – 3:50pm
 - **UNIV 250 Sophomore Year Seminar**
 - Section 01: Tuesday & Thursday 9:00am – 10:15am
 - Section 02: Section 02: Thursday 12:00pm – 2:50pm

- **UNIV 349 Transfer Year Seminar**
 - Section 01: Monday & Wednesday 6:00pm – 7:15pm
 - Section 02: Tuesday & Thursday 9:00am – 10:15am
 - Section 03: Tuesday & Thursday 3:00pm – 4:15pm
 - **Section 04: Wednesday 12:00pm – 2:50pm**
 - Section 05: Friday 9:00am – 11:50am

ADDITIONAL INFORMATION

CLASSIFICATION

The UEA position is classified as an Instructional Student Assistant. For more information, visit:
http://www.csun.edu/sites/default/files/Inst_Student_Assistant.pdf.

WAGE/HOURS

- Spring 2014 (Training) – \$11 per hour, up to 40 hours total during training week, tentatively planned for the week of May 19, 2014. Attendance at all training sessions are required.
- Fall 2014 Semester - \$11.50 per hour up to 20 hours a week depending on course assignment during August 25, 2014 – December 22, 2014. Base hours are 12-16 per week.
- Spring 2015 Semester - \$11.50 per hour up to 20 hours a week depending on course assignment during January 16, 2015 – May 22, 2015. Base hours are 12-16 per week.

LENGTH OF APPOINTMENT

UEAs will be hired in hopes that they will remain in the position for the duration of one academic year with the possibility of continuing their appointment for a second academic year.