

## **Job Description: Fiat Lux Scholars Program Community Scholar**

**The Calvin E. Bright Success Center;** a unit under the department of Student Affairs at UC Merced, provides learning support, transition programs, and individualized interventions which empower UC Merced students to be successful in their academic and personal development. By intentional collaboration and program delivery we:

- Provide opportunities and co-curricular experiences that aid students in enhancing their knowledge of university resources
- Provide academic and personal growth/development, advocacy and access.
- Focus on overcoming barriers and celebrating academic milestones

The Fiat Lux Scholars Program is a community of scholars and dedicated staff members who take a holistic approach to empower a select cohort of first-generation, income-eligible students to enhance their development, growth and academic success. Our goal is to enhance scholars' academic performance, drive, and overall college experience through a structured system of programming, resources and intrusive advising.

### **The Fiat Lux Community Scholar responsibilities include:**

- Serve in a Peer-to-Peer/Mentor capacity for first-year Scholars participating in the Living Learning Community
- Empower students to make a successful academic and social transition to UC Merced from high school
- Hold check-in meetings with First Year students and provide academic, personal, career, and financial guidance to students
- Stay up to date and become knowledgeable of on/off campus resources and programs; provide referrals to services or programs that support student development
- Serve as a liaison between Fiat Lux Scholars, Housing and Residence Life, and the Fiat Lux Scholars Program Staff
- Collaborate with Fiat Lux Living Learning Community Resident Assistants to create and maintain a safe and inclusive Living-Learning Community for our students
- Facilitate Fiat Lux Study Sessions on the floors of the residence halls, enforce Study Session Policies, and accurately report and maintain student's study session time /attendance
- Plan and facilitate Community Socials to build community and relationships among Fiat Lux Scholars; including a monthly bulletin board
- Attend program meetings and training sessions
- Comply with all UC Merced Principles of Community and UC Conduct Standards
- Maintain good conduct on and off of the UC Merced campus
- Advocate for the interest of Fiat Lux Scholars
- Other duties as assigned

**Qualifications:**

Must be at least sophomore standing for the Community Scholar position for the following academic year

- Must have completed both the UC Merced job application and the Fiat Lux supplemental application for the position desired
- Must be available to commit in the student staff position for the whole academic year
- Must have cumulative GPA of at least 2.75 and be in good academic standing
- Demonstrate the ability to work well independently and as a part of a team
- Knowledge and understanding of the needs of diverse student populations including first generation students
- Ability to work independently and exercise independent and sound judgment
- Ability to collaborate and work as member of a team
- Effective interpersonal communication skills, including active listening skills
- Ability to use office equipment such as a laptop computer, printer/scanner/copier, projector and fax
- Knowledge of Microsoft Office including Excel, Outlook, Word, and Power Point
- Ability to use Mac/PC operating systems
- Ability to work evenings and weekends
- Must be able to multi-task and have the ability to work in a fast paced environment
- Must be available to attend Required Training: August 12th-16th, 2018 from 8:00am to 5:00pm