

## **Job Description: Fiat Lux Scholars Program Lead 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 Lead Scholar responsibilities include:**

- Empower and support students by providing academic, personal, career, and financial guidance through one-on-one meetings; hold office hours
- Facilitate student workshops on topics that address student development and transitions of First-Generation College Students
- Stay up to date and knowledgeable of on/off campus resources and programs; provide referrals to services or programs that support student development
- Collaborate with other campus programs, services, and departments to promote student success
- Attend weekly program meetings and semesterly 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
- Serve as a liaison between Fiat Lux Scholars and the Program Staff
- Advocate for the interest of Fiat Lux Scholars
- Other duties as assigned

### **Qualifications:**

- Must be at least junior standing for the Lead Scholar position
- Must have completed both the UC Merced job application and the Fiat Lux supplemental application for the position desired by the communicated deadline
- Must be available to commit to the student staff position for the entire 2019-2020 academic year
- Must have a cumulative GPA of at least 2.75 and be in good academic standing

- Demonstrate the ability to work well independently and collaboratively as a part of a team while exercising sound judgment
- Knowledge and understanding of the needs of diverse student populations including first generation students
- 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 19th - 23rd, 2019 from 8:00am to 5:00pm & Orientation: August 26th, 2019 from 8:00am to 5:00pm.