

Job Description: Fiat Lux Scholars Program Academic 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

Fiat Lux Scholars Program Mission: We empower a select cohort of income-eligible, first-generation college students through intentionally structured services that ease their college transition, build a community of scholars, and enhance their student development.

Fiat Lux Scholars Program Vision: Promote resilience, increase retention, and minimize barriers to degree attainment for first-generation college students.

The Fiat Lux Academic Scholar responsibilities include:

- With a group of team members, the academic scholar plans, coordinates, and implements large scale social events to facilitate connections and contribute to building community among participants in the program
- Facilitates weekly Fiat Lux Study Sessions while enforcing Study Session Policies, and accurately reports and maintains student's study session hours and attendance
- Create weekly "Study/College tip of the week" for program newsletter
- Participates in one, or more, of various committees to support the work of Fiat Lux
- Serve as a resource during one on one peer planning sessions with first year students.
- Provide referrals to academic learning support services on campus; make announcements and share resources to Fiat Lux related programming
- Attend program staff and team meetings, and training sessions when scheduled
- Serve as a liaison between Fiat Lux Scholars and the Program Staff
- Advocate for the interest of Fiat Lux Scholars
- Comply with all UC Merced Principles of Community and UC Conduct Standards
- Maintain good conduct on and off of the UC Merced campus
- Adhere to all principles of confidentiality
- Other duties as assigned

Qualifications:

- Must be at least at sophomore standing by Fall of 2020 for Academic 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 2020-2021 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 17th – 21st, 2020 & tentative Fiat Lux Orientation: August 24th, 2020