

## **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

**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 Lead Scholar responsibilities include:**

- Serve as a Peer to Peer/Mentor for second year First Generations Students
- Facilitate office hours to empower and support students by providing academic, personal, career, and financial guidance through one-on-one meetings/consultations
- Independently plan, coordinate, and facilitate workshops, or in collaboration with other campus partners plans programs or events on topics that address student development and college 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 and success
- Collaborate with other campus programs, services, and departments to share resources and information that promote student wellness and development
- Attend weekly all staff and team program meetings, and training sessions as scheduled
- 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
- Adhere to all principles of confidentiality
- Other duties as assigned

### **Qualifications:**

- Must be at least junior standing by Fall of 2020 for 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 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 17<sup>th</sup> – 21<sup>st</sup>, 2020 & tentative Fiat Lux Orientation: August 24<sup>th</sup>, 2020