UCR Residential Education

PROGRAM ADVISOR FOR COMMUNITY EXPERIENCES JOB DESCRIPTION

POSITION DESCRIPTION

The Program Advisor for Community Engagement (PACE) is a 10-month or 11-month live-in paraprofessional member of UCR's Department of Residential Education. The PA position is trusted with a high-level of responsibility to support the department's mission to be "committed to the development of a safe and inclusive, living and learning community, which holistically fosters academic, social, cultural, and personal growth." PACE may have the opportunity to extend their contract by opting in to the Summer Team Norm position if there are vacancies (supplemental Job Description will then be provided if offered).

The PACE lives in one residential community and assumes responsibility for department-wide, programing that shapes an environment to support academic and personal development. The PACE works on a team to develop, plan, promote and execute department-wide initiatives that help to enhance the co-curricular experience for students. The programs and activities take place in residence halls and campus apartments but may extend to other campus locations as needed.

The PACE position is responsible for responding to changing needs and situations and requires maturity, integrity, flexibility, adaptability, enthusiasm, commitment, strong administrative skills, and a willingness to grow in all areas. The PACE is under the supervision, guidance, training, and development of the Assistant Director (AD) for Leadership and Engagement and the Assistant Resident Directors (ARD) for Programming.

Additional guidelines are provided in the Conditions of Employment, and expectations set by the department, communities, and individual supervisors.

POSITION REQUIREMENTS

- Must pass a DOJ / FBI background check.
- Responsible for reading, understanding, and following all policies and practices contained in the Conditions of Employment and expectations by department and supervisor(s).
- Maintain a cumulative GPA of 2.3 throughout the academic year, a 2.0 quarterly GPA, as well as complete a minimum of 12 units (Undergraduate) 8 Units (Graduate). S/NC grades are limited and need approval from a supervisor. UCR grade history will be reviewed.
- Must be and remain a full-time registered student at UCR for the academic school year; must limit total class hours (including labs) to 18 units, unless approved by supervisor in advance.
- Must remain in good standing and adhere to all policies with Residential Education, Housing Services, Dining Services and Student Conduct and Academic Integrity Programs (SCAIP).
- Must be available and present in the residential community including evenings and weekends. Must inform supervisor of significant periods of time away (72 hours) from residential community.
- Must return early as scheduled before the beginning of each quarter and remain until after closing at the end of each quarter and at the end of the year until released by supervisor.
- May not hold any other employment or co-curricular position that exceed ten hours without prior approval from supervisor.
- Other employment, co-curricular positions, and extra-curricular activities may not interfere with fulfillment of job responsibilities. Must receive prior approval from professional staff supervisor.

POSITION RESPONSIBILITIES

COMMUNITY, SOCIAL, AND EDUCATIONAL PROGRAMMING

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- Plan, execute, and assess department-wide social and educational programs in consultation with fellow PACEs, campus partners, ARDs of Programming, and AD for Leadership and Engagement.
- Fulfill programming requirements as set forth in the Programming Model and by the department. Initiate, plan, implement, and assess programs in both the residence Halls and campus apartments.
- Collaborate with career staff and student staff to create programs and initiatives for communities based on their needs.
- Assist in the coordination of student transition and orientation during community openings, transition to spaces, Welcome Week, and quarterly residence hall closings and campus apartment inspections.
- Participate in department and University initiatives. Assist with large scale programs as needed.
- Support Residential Education large-scale initiatives and signature events throughout the academic year.
- Assist with event day operations including setup, breakdown, check-in processes, crowd flow, tabling, supply distribution, and general event support.
- Participate in assigned event support shifts during departmental initiatives.
- Assist with maintaining positive engagement and professionalism while representing Residential Education during events.
- Promote community-wide and department-wide programs to residents in all residential communities.
- Serve as a community member within residence halls and campus apartment by attending monthly/quarterly meetings to promote programs, receive feedback from staff members, and building community.
- Serve as content experts in coordination of programs and activities for staff and residents as a Programming Board (i.e. room reservations, room set up and tear down, technology assistance, sound system set up and tear down and many more).
- Serve as a community member within respective building by attending residence hall and/or campus apartment hall meetings to promote programs, receive feedback from staff members, and building community.

COMMUNITY DEVELOPMENT AND LEADERSHIP

- Encourage personal, social, and academic development of students by spending a significant amount of time in the community area to get to know students.
- Demonstrate knowledge of campus resources and strategies related to personal and academic success and serve as a referral agent to appropriate residential, campus, and local resources as needed.
- Display appreciation of differences and assist residents in developing an understanding of diverse cultures and backgrounds through programming initiatives. Encourage all individuals to act with dignity and equitably by being open to understanding diversity/social justice issues.
- Create a welcoming environment which establishes mutual respect and care - conducive to continuous growth and development of individual residents and the larger community.
- Serve as a constructive and positive role model for personal behavior and academic pursuits.
- Promote all Resident Hall Association (RHA) / National Residence Hall Honorary (NRHH) / Campus Apartment Resident Association (CARA) programs to residents and strive to attend programs, unless required to attend by supervisor. Support and encourage students in the development of an effective Hall and Area Councils and NRHH.
- Collaborate with the Resident Advisor(s) in response to student behavior that is inappropriate and/or in violation of campus policies and procedures (i.e., behavior that endangers the health and safety of residents or results in damage to University property). Confront policy violations,

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document incident(s) within 24 hours Follow all Residential Education, Housing Services and UCR conduct procedures & protocols.

STAFF AND ADMINISTRATIVE RESPONSIBILITIES

- Attend and participate in training sessions and staff meetings including: summer and winter training sessions, staff development activities, weekly staff meetings, and supervisory sessions.
- Participate in all individual, staff, group, and department evaluations.
- Serve on a team as liaison between the residential communities, affiliated campus partners, and the floor / building Resident Advisors(s) in the areas of academics, wellness, identity, and campus life and stay abreast of their current affairs. Maintain contact with regularity as designated by departmental and supervisor need/request.
- Ensure that the AD for Leadership and Engagement is informed and updated on all aspects of your work. This responsibility will entail meeting regularly with the AD for Leadership and Engagement and the ARDs for Programming to share job-related information, receive feedback and develop job-related skills.
- Maintain consistent communication with residents within your community.
- Promote a team-oriented working environment by collaborating with and assisting team members.
- Complete administrative tasks such as planning for upcoming programs, post-program reconciliation, and other tasks as needed in a timely and efficient manner.
- Serve as programming supply inventory managers on a monthly basis in coordination with your supervisor
- Post and maintain advertising materials in designated areas ensuring quality presentation and up-to-date information in a timely manner on Bulletin Boards, Discord and social media platforms.
- Create quality marketing for community-wide programs.
- Must perform other duties as assigned.

I have read the complete job description for the Program Advisor for Community Experiences position. I understand and accept each requirement and expectation of the position.

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Employee Name (Print)

_____ Joseph Briones 4/16/2026
Employee Signature Date Preparer's Name Date

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