

**Position Title:** Programming Assistant

Programming Assistants (PAs) are part-time student employees that support the programming and student engagement efforts of the Department of Housing and Residential Life (HRL). PAs report to the Residential Engagement Manager, work with the HRL residential education team, area professional staff, Residential Faculty, and student staff to help plan, coordinate, implement, and evaluate programming across Residential Life. The core functions of the position are purchasing coordination, logistics, problem-solving, record keeping, creativity, and coaching.

**Position Responsibilities**

- Log and disperse packages through StarRez as needed to residents.
- Respect and maintain the privacy of residents by only sharing their personal information with appropriate personnel.
- Strive to establish a helpful and supportive relationship with Residential Life/Central Office staff members, residential area professional staff, Residential Faculty, Resident Assistants, First Year Fellows, and other HRL staff.
- Protect student information by appropriate utilization of password-protected software and restricting use and the dissemination of information to business-related purposes.
- Be aware of your actions and lifestyle to ensure they comply with the expectations of being a leader and role model of both the University and the Department.
- Report issues of concern in a timely manner to appropriate personnel.
- When working with social media, do not share information or passwords.
- Support Residential Life/Central Office staff members, residential area professional staff, Residential Faculty, Resident Assistants, First Year Fellows, and other HRL staff with programming by assisting with planning and reaching out to vendors for quotes/invoices for purchase orders.
- Assist with programming in all areas of the HRL Department. This may include managing the program proposal process, coordinating purchases, coaching Resident Assistants and First Year Fellows through the program planning process, planning programs, hosting area programming, managing passive education efforts in your residential area(s), etc.
- Staff residential area programming, HRL-Wide programming, and University wide programming.

**Qualifications**

The following must be met in order to be eligible for the Programming Assistant position:

- Duration: PAs must be available for the entire employment period as listed above, unless approved otherwise.
- Course Load: PAs must maintain full-time student status at the University of Miami for the entire year, upholding a minimum of 12 credits (undergraduate students) or 9 credits (graduate students) each semester. PAs must have been a UM student and completed at least one semester on UM's campus prior to their contract start date (excluding summer sessions).