I. **TITLE:** Theme Learning Community Program Assistant

II. **FUNCTION:** A Theme Learning Community Program Assistant (TLC PA) is a student hired to assist with programming efforts for their assigned TLCs.

III. **QUALIFICATIONS:** This position is open to all Mines students who:
1. are in good academic standing with a cumulative grade point average of 2.3 or greater,
2. maintain a semester grade point average of 2.0 or greater,
3. will be registered at Mines as a full-time student for the 2014-2015 academic year,
4. have a working knowledge of Mines, its policies, regulations, and procedures,
5. have a working knowledge of the specific Theme Learning Community(s) for which one is programming.
6. relate well to a wide variety of individuals and groups,
7. manage time effectively and execute their responsibilities faithfully, and
8. demonstrate high levels of self-awareness and sensitivity to others.

IV. **RESPONSIBILITIES:**

**Programming**
1. Coordinate larger programmatic efforts of the community(s), including pre-orientation trips, Fall Break or Spring Break trips, retreats, or other programs associated with the specific theme(s).
2. Communicate with the Resident Assistant(s) of the community(s) to ensure programmatic efforts are being incorporated into the floor. Be present with the community during events.
3. Provide individual residents with assistance through informal peer advising in a mentor role.
4. Provide information enabling residents to adjust to the campus community and benefit from the college experience.

**Administrative**
5. Complete all paperwork associated with event planning required by your Residence Life in a timely and thorough fashion.
6. Complete all paperwork associated with event planning required by other offices and outside organizations in a timely and thorough fashion.
7. Help with assessment efforts of the community.

**Staff**
8. Attend all required staff meetings/programs assigned by the Residence Life Coordinator(s).
9. Meet regularly with the Resident Assistant(s) of the communities.
10. Maintain confidentiality with information which Residence Life Staff and students have shared while being sensitive to information which necessitates consultation with other Mines staff members.
11. Demonstrate overall leadership in clarifying/applying the goals of residential living.
12. Cooperate with other members of the hall staff and the Student Life Office staff in the performance of duties.
Other Duties as Assigned
13. Perform and follow through with any other appropriate task as asked of you by the Residence Life Coordinator(s).

V. CONDITIONS OF EMPLOYMENT:
1. Actively participate in the Fall/Spring training programs, in all in-service training sessions and all staff meetings.
2. Report regularly to supervisor, Residence Life Coordinator(s).
3. Work closely with hall staff (RLCs, HDs, RAs) and Faculty Friends associated with the TLC(s).
5. Be available when the Residence Halls are open, including move in days, unless a Residence Life Coordinator has been given permission for an extended absence (e.g. weekend leaves, vacations, planned trips).
6. Attend weekly Lunch Lessons on Mondays from 12:00-1:00 pm. Academic conflicts must be approved by a Residence Life Coordinator.
7. Work closely with and support the Campus Dining Service staff.
8. With prior approval of a Residence Life Coordinator, a TLC PA may hold another on-campus job (limited to 10 hours per week).
9. It is not recommended to enroll for more than 18 hours of credit per semester while being employed as a TLC PA. Exemptions must be pre-approved by the Residence Life Coordinator.

VI. TERM OF EMPLOYMENT: 2015-2016 ACADEMIC YEAR

VII. REMUNERATION: Theme Learning Community Program Assistants receive an hourly wage of $8.00. A typical position will work about 10 hours a week.

**PLEASE NOTE: THIS POSITION MAY AFFECT THE AMOUNT OF FINANCIAL AID YOU RECEIVE.** Consult the Financial Aid Office to determine the impact on your financial aid.