

Social Justice Advocate Position Description

I. Position Overview

The Social Justice Advocate (SJA) position is a 20-hour per week, live-in, student leader position in Housing & Residential Education within the Division of Student Affairs at the University of Utah. SJAs support the HRE goal of developing an inclusive and engaged community where all members thrive. SJAs support residents regardless of race, class, gender, sexual orientation, religion, age, size, ability, and a variety of other aspects surrounding identity on campus.

As a team, the Social Justice Advocates manage the Equity Office and develop personal relationships with all students that enter the space, including residents and students from underrepresented and marginalized communities to support collegiate success, foster a culture of belonging, promote personal development, and stimulate civic engagement.

A Social Justice Advocate is supervised by and reports directly to the Resident Director for Social Justice and works collaboratively within a team of Social Justice Advocates.

II. Duties & Responsibilities

Community Development Strategies

- On an on-going basis, directly outreach to residents from underrepresented and marginalized communities to support their success within Housing and Residential Education.
- Implement pre-made lesson plans through a variety of strategies: holding weekly Equity Office hours, creating and promoting large-scale events, making bulletin boards and print campaigns, and outreach to student groups.
 - Engage students in conversation during events and Equity Office hours.
- Align all strategies with a Residential Learning Model to promote collegiate success, culture of belonging, civic engagement, and personal development
- Execute assessment techniques including logging information and recording data from outreach and attendance.
- Engage students and staff while being inclusive of identities (race, ethnicity, age, socio-economic status, gender identity/expression, sexual orientation, religion, country of origin, etc.)
- Support additional HRE Student Leaders: Resident Advisors, Community Advisors, and Residence Hall Association.
 - Promote and attend RHA opening events in August.
 - Promote and attend at least two RHA events per semester.
 - Promote and support the overall efforts of the Educational Initiatives team
 - Actively participate in their own residential community under the leadership of a Resident Advisor/Community Advisor.
- Foster a culture of belonging by being present in their community (ie. using an open door policy)
- Role model healthy behaviors- i.e. sleep, balancing academic and social life, class attendance, etc.

Supervision

- Meet on a weekly basis with direct supervisor in a one-on-one meeting.
- Attend weekly staff meetings on Mondays from 9:00pm-11:00pm, during the academic year, except during university closures or breaks.
- Discuss time off/nights away with your supervisor. SJAs are expected to be in the community no later than 2:00 am every night, including weekends, with a maximum of 16 nights away a semester.
- Attend all scheduled trainings, including an intensive in-person training prior to fall semester from Sunday August 4th, 2019 – Sunday August 18th 2019.

Administrative Tasks

- Promote and manage the Equity Office, at least 4 hours every week (excluding University holidays or Breaks)
- Ethically use resident personal information, keys and building access.
- Complete necessary forms, transition reports, and paperwork including ethical budget management.
- Consistently check and promptly respond to e-mails and other forms of communication.
- Other duties as assigned including: managing social media, attending Student Leader Council, and writing Of-The-Month nominations, promoting the annual Resident Satisfaction Survey, etc.

Community Relations

- Acquire working knowledge of residents and university resources and refer residents to appropriate resources to support their success.
- Maintain positive communication with residents, students, and professional staff including Housing & Residential Education Administrative Services staff, Facilities staff and Custodial Staff.
- Develop relationships and community within the broader Student Leader team beyond their area
- Coordinate or represent the department on committees such as recruitment activities, interviews, student leader council or other projects as assigned and or/outlined.

Emergency/Crisis Response & Policies

- Adhere to policies and procedures outlined in the Housing and Residential Education Resident Policies and Responsibilities
- Understand and implement responsibilities as a Campus Security Authority.
- Respond to emergency situations as directed by HRE Staff and emergency responders.

III. Position Requirements

- Maintain full-time student status of at least 12 and no more than 18 undergraduate credit hours per semester, unless a credit hour exemption is requested and approved by HRE. For graduate level students, maintain at least 9 and no more than 12 credit hours.
- Serve for an academic year, early-August to mid-May.
- Maintain a commitment to collegiate success, including Grade Point Average expectations:
 - Hold and maintain a 2.5 GPA at the time of position acceptance and throughout their service.
- Remain free of any disciplinary sanctions imposed through the University conduct system
- Be in and remain in good financial standing with Housing & Residential Education.
- Limit other employment and extracurricular activities to 15 hours or less including travel time. If 10 or more of these hours are worked at the Peterson Heritage Center front desk or mailroom, Marriot Honors Community Desk or Lassonde Studios front desk, then you are allowed up to 20 hours of extracurricular activities. All extracurricular activities and work commitments must be pre-approved through GA/RD.

IV. Compensation

- Social Justice Advocates receive a credit towards their Housing U account valued at the cost of a room in a 3 bedroom apartment in Shoreline Ridge or Benchmark Plaza. Any room may be selected to live in and the Social Justice Advocate is responsible for any additional cost of the room after the credit has been applied.
- Student Leaders are responsible for any fee associated with optional services requested. (ie. Bed Lofts)
- A Block 40 Meal Plan
- Residence Hall Association dues

V. Additional Information:

- Student Leaders are required to return to campus by 10am on Wednesday, January 1, 2020 to resume job responsibilities. All Student Leaders are able to return on Tuesday, December 31, 2019.