

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 Lounge (Benchmark Plaza 820) and Equity Living Room (Kahlert Village) and develop personal relationships with all students that enter those spaces, including residents and students from underrepresented and marginalized communities to support collegiate success, foster a culture of belonging, and promote personal development.

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 Lounge/Living Room hours, creating and promoting large-scale events, making bulletin boards and print campaigns, and outreach to student groups.
 - Engage students in conversation as outlined by the Residential Learning Model during events and Equity Lounge/Living Room hours.
 - Strategies are subject to change and adapt to uphold social distancing practices based on the on-going presence of the COVID-19 pandemic.
- Align all strategies with a Residential Learning Model to promote collegiate success, culture of belonging, and personal development.
 - Strategies are subject to change and adapt to uphold social distancing practices based on the on-going presence of the COVID-19 pandemic.
- 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 and Residence Hall Association.
 - Promote and attend RHA opening events in August (approximately 3-5 events).
 - Promote and attend at least two RHA events per semester.
 - Promote and support the overall efforts of the Educational Initiatives team (approximately 6-8 events annually).
 - Actively participate in their own residential community under the leadership of a Resident 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, seeking care for mental health concerns, etc.

Supervision

- As determined by supervisor, meet at least bi-weekly for 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. Time is subject to change based on review from the Student Leader Council and adjustments to course offerings by the Office of the Registrar.
- 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 18 nights away a semester.
- Follow the overnight guest policy as outlined by HRE; modifications due to COVID-19 are possible.
 - If guests are allowed, residents must register their guests in the Housing Portal and may have up to 10 guests per semester.
- Attend all scheduled trainings, including an intensive in-person training prior to fall semester from Sunday August 8, 2021 – Sunday August 22, 2021. These dates are subject to change based on updates to the academic calendar from the Office of the Registrar.

Administrative Tasks

- Promote and manage the Equity Lounge/Living Room, at least 8 hours every week (excluding University holidays or Breaks)
- Support with Hall-opening, Hall-Closing, Residential Learning Model planning, and other administrative protocols.
 - During opening, this includes working assigned shifts from August 15-22, 2021 and January 5-9, 2022
 - During closing, this includes working assigned tasks from December 12-19, 2021 and May 1-8, 2022
 - Responsibilities are subject to change based on the on-going COVID-19 pandemic, including operational support at diagnostic testing facilities.
- Ethically use resident personal information, keys, building access, and uphold integrity with privacy practices for sensitive information.
- Complete necessary forms, transition reports, and paperwork including ethical budget management.
- Consistently check and promptly respond to e-mails and other forms of communication with supervisor(s) and other HRE team members.
- Other duties as assigned including: attending Student Leader Council, writing Of-The-Month nominations, and promoting the annual Resident Satisfaction Survey, evaluating and logging learning assessment data concurrent with the Residential Learning Model, 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, Residential Learning Model Task Forces, 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, in addition to local, state, and federal laws.
- Understand and implement responsibilities as a Campus Security Authority and Mandatory Reporter.
- Respond to emergency situations as directed by HRE Staff and emergency responders.

- Learn and execute policy and protocols to document policy violations, document information regarding students of concern, submit maintenance work-requests, and implement emergency response as directed by HRE Staff and emergency responders.

III. Additional 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.
 - Specific dates subject to changes to the academic calendar from the Office of the Registrar
- 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, in addition to local, state, and federal laws.
- 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 RD/GA.

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, Benchmark Plaza, or a space in Kahlert Village. 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. (i.e. Bed Lofts)
- Meal Plan 15
- Residence Hall Association dues which are integrated into the Student Leader Council funding structure.

V. Additional Information:

- Student Leaders are required to return to campus by 10am on Wednesday, January 5, 2022 to resume job responsibilities. All Student Leaders are able to return on Tuesday, January 4, 2022. These dates are subject to change based on changes to the academic calendar by the Office of the Registrar.
- Only Lassonde Studios, Marriott Honors Community, Shoreline Ridge, and Benchmark Plaza are opened during Winter Break including holidays.
 - Kahlert Village is tentatively scheduled to be open for break housing during Winter Break based on resident need as we continue to adapt to the COVID-19 pandemic.
- I understand that higher education, and the University of Utah, are in a difficult time due to COVID-19. If the pandemic prevents students from residing in on-campus facilities during the 2021-2022 academic year, HRE Student Leader roles may be impacted. Moreover, I understand that the ongoing effects of the pandemic could result in Student Leader roles being furloughed or temporary task(s) changed based on staffing needs and this also could include relocation of assigned placement.