



### **General Overview**

Programming Resource Specialists are student workers who aid in the management of the Programming Resource Center (PRC). While each specialist has a focused area of responsibility, collectively the staff adds to the support of student staff and leaders within the Department of Student Housing through the following general responsibilities.

### **Community Development & Departmental Support**

- Provide a welcoming, comfortable and productive environment for the users of the Center
- Assist community assistants and other student leaders in generating ideas for developing, implementing and evaluating community events
- Address individual student needs and concerns
- Assess the needs of the Residential Learning staff and other users of the Center
- Assist with the recruitment and selection processes of the department
- Assist with special departmental programs and events as needed.

### **Administrative Responsibilities and Communication**

- Promote PRC and its resources to student housing staff, community councils, RHA and NRHH members
- Serve as a consultant and official PRC contact person
- Serve as a resource, referral, and communication agent
- Develop and maintain relationships with the Department of Student Housing staff, professional and student, in order to assess the needs of the center

### **Trainings, Meetings and Availability**

- Coordinate with other members of the PRC staff to arrange regular coverage of the center which will be open to users 45-50 hours per week
- Attend staff meetings, training sessions, in-service programs, and individual meetings with supervisor
- Assume other duties as assigned

Programming Resource Specialists report directly to the Graduate Assistant for Student Leadership. Program Resource Specialists will comply with all policies and procedures set forth by the University of Mississippi and Department of Student Housing. Program Resource

Specialists will work a minimum of 15 hours per week over the course of the fall and spring semesters. Additionally, Program Resource Specialists must be available for training before the beginning of each semester.

### **Specialty Areas and Responsibilities**

#### **Inventory Management Specialist**

- Create and maintain database to track inventory
- Research new products as needed; make appropriate recommendations to supervisor
- Develop and maintain a system for ordering new products
- Report any damaged or broken tools/resources to supervisor

#### **Staff Development Specialist**

- Develop and prepare in-services for area staffs based on needs
- Provide computer/technology training for student housing staff
- Provide student housing staff and other users of the center with passive and active event planning ideas

#### **Resource Specialist**

- Update and maintain the PRC website
- Edit and solicit articles for the PRC newsletter
- Update and maintain the resource database including departmental and campus contact information

### **Qualifications and Eligibility**

- Must be a candidate for admission (transfer/graduate student) or currently enrolled, full-time degree seeking student at the University of Mississippi
- Must have a cumulative 2.0 grade point average to be eligible for application, appointment and continuance
- Must not have a conduct sanction that is equal to or more stringent than probation during the application, appointment, and employment period
- Must return to campus prior to the official opening of both fall and spring semesters and must remain after the official closing of both the fall and spring semesters
- Must not hold other employment on or off campus during the appointment without written permission from the Area Coordinator and Associate Director of Residential Learning. Such employment should not exceed 10 hours per week nor should it interfere with duties noted in the Program Resource Specialist position description

### **Compensation**

Program Resource Specialists will be compensated \$7.40/hour for work hours. Work hours should not exceed 20 hours per week.