Position Description
The California State University, East Bay (CSUEB) Student Housing and Residence Life (SHRL) department provides student centered programs, services and facilities that foster a safe, inclusive and vibrant residential learning community. In conjunction with the mission of the University and the Division of Student Affairs, SHRL works to engage all residential students in their holistic development and academic success towards retention, graduation and future endeavors.

The Assistant Residence Life Coordinator (ARLC) will work with the Residence Life Coordinator (RLC) for their area, the Assistant Directors of Residence Life, and the Associate Director of Residence Life, to create a vibrant, inclusive, and student centered community. The ARLC works under the supervision of the RLC for their assigned building/area. The ARLC assists in community development, area and departmental initiatives, and completion of collateral assignments through participation in SHRL committees. This a 12 month position that runs from July 1st through June 30th with potential reappointment for a second year based on performance and department needs. Compensation for this position is $2,000 tuition remission for 3 academic quarters ($6,000 max per academic year), $500 stipend per month, a studio apartment, and the Pioneer meal plan.

Qualifications
The following minimum qualifications must be fulfilled to be considered for this positions.

- Must be enrolled full time in a Master’s Program at California State University, East Bay. Full time enrollment is a minimum of 8 units for a Master’s candidate. Preferred Master’s Programs include Child Development, Counseling, and Public Administration.
- Must have a minimum cumulative and quarter GPA requirement of 3.0 upon applying and must maintain it while employed.
- Must be in good conduct standing with the University and Student Housing and Residence Life.
- Must be available to serve in on-call emergency response rotation.
- Display strong written and verbal communication skills.
- Works effectively and independently by prioritizing multiple projects and daily job duties and responsibilities.
- Must be able to lift at least 25 pounds.
- Must possess a valid driver’s license.
- Proficient in Microsoft Office (i.e. Word, Excel, PowerPoint, Access and Publisher).
- Proficient using Google Drive.
- Must be available to attend Pro Staff Training (Anticipated July 3-7, 2017 and August 14-18, 2017)

Division of Responsibilities
There is a division of responsibilities associated with the structure of this position to support the Residence Life program as well as the ARLC’s personal and professional development.

- ARLC will assist RLC in all aspects of managing the residence hall: supervising staff, facilities follow-up when necessary, crisis/conduct/counseling follow up, other administrative tasks, etc.
- Collateral Assignments – Each ARLC will hold one collateral assignment, which may consist of department or university committee representation, large scale programming coordination, and/or academic advising.
- Additional Responsibilities:
  - Regularly scheduled office hours (10 hours per week)
  - Weekly Residence Life Team (RLT) meeting
  - Monthly All Resident Assistant (RA) meeting
  - Weekly Area Staff meeting
  - Monthly SHRL All-Staff meetings
  - Weekly Area/Building Council advising
  - Weekly 1:1s with supervisor
  - Department committees/other duties (as scheduled)
1. **Paraprofessional Staff Oversight and Development**
   a. Work with the RLC in the overall supervision, direction and development of 4-8 RAs, 1 Senior RA (SRA), and Front Desk Assistants (FDAs). Works with RLC in direct supervision of staff.
   b. Work with SHRL staff to recruit, select, train, and direct student staff (i.e. RAs, FDAs, Student Assistants, Orientation Assistants, Conference Assistants, etc).
   c. Provides individual student staff direction and development by conducting one-to-one meetings with Area Council and RA’s.
   d. Provides staff with direction, development, and team building through weekly staff meetings.

2. **Programming and Student Development**
   a. Works with the RLC and student staff to develop programming initiatives specific to the needs of the residents in their assigned community.
   b. Works with the RLC to track student staff programming.
   c. Supports RA and Residence Hall Association (RHA) passive and active programs (i.e., generates monthly/quarterly calendars, develops programming teams, reviews publicity, acts as a resource for staff, attends events) as part of RLT.
   d. Assists RLC and student staff in developing and promoting a vibrant and inclusive community.
   e. Maintains weekly work schedules designed for maximum accessibility and involvement with students, staff and residents.

3. **Crisis Management, Counseling, Conduct & On Call**
   a. Assumes daily, evening, weekend and holiday on-call coverage that may include both community and campus-wide responsibilities in emergencies.
   b. Responds as liaison between the RAs on duty and the Assistant Director on call for crisis intervention and management for the residential community. Notifies department/campus staff members of crisis situations. On-call days are determined at the beginning of each term amongst all of the A/RLCs.
   c. Assists RLC in the coordination of emergency evacuations and conducts fire drills with residents.
   d. In the event of an emergency and/or disaster, serve as an emergency responder for SHRL and University.
   e. Assesses and responds to residential students' physical, emotional, and intellectual needs.
   f. Works with students and staff to respond to counseling, conflict mediation and policy violation concerns.
   g. Role models appropriate behavior and response to students and staff, adhering to departmental and university policies and ethical statements.
   h. Manages administrative conduct tasks as assigned.
   i. Follows up on incidents as needed.

4. **Administration**
   a. Works with University staff to appropriately administer SHRL, University, and CSU policies and procedures.
   b. Works with RLC to develop a working knowledge of SHRL operations and assists in coordination of SHRL processes that ensure information is communicated efficiently and effectively
   c. Works with maintenance, custodial, and other services to support a high quality of SHRL operations.
   d. Utilizes effective communication, planning, scheduling, and organization skills as they relate to job responsibilities.
   e. Assists RLC in preparation of End of the Year reports on services and programs provided by staff.
   f. Works with RLC or Assignments Coordinator to complete room changes on a case by case basis.
   g. Works with RLC to establish effective systems for key management (including ordering core changes and inventory of keys) monthly and at the end of the quarter closings.
   h. Holds regular open office hours – 10 office hours per week. These are in addition to on-call and other meeting and committee responsibilities.
   i. Attends Welcome Day, Preview Day, Welcome Back Carnival and other large scale University wide events.
   j. Assists the RLC in administering the opening and closing procedures for the hall(s).
5. **Related Duties**  
   a. Serves on working committees that coordinate major residential life projects and assignments as determined by the Assistant Directors of Residence Life and Associate Director of Residence Life.  
   b. Maintains positive working relationships with other SHRL, Dining Commons and University staff.  
   c. Reports maintenance problems in a timely manner (within 24 hours) in order to maintain the physical condition of the residence halls. Provides immediate follow-up on reported problems.  
   d. Works with RLC to develop a professional development plan.  
   e. Participates in professional development opportunities which may include development and implementation of workshops, facilitating presentations, and attending professional conferences.  
   f. Participates in SHRL research and assessment projects.  
   g. Assists in developing department policies and procedures and trains department staff.  
   h. Performs other duties as assigned by the Associate Director of Residence Life, the Assistant Director(s), the RLCs and other SHRL staff.

6. **Collateral Assignments**  
   a. ARLCs will be assigned a department standing committee assignment by the Associate Director of Residence Life, and the Assistant Directors of Residence Life.

This position works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions. All Student Assistants are required to sign the position specific job description. Every student assistant position is subject to criminal and background check.

My signature on this job description certifies that I have reviewed and fully understand the duties outlined in this job description. Further, I agree to perform the job duties to the best of my ability. If at any time I do not feel that I can uphold the terms of this position, I will immediately speak with my direct supervisor. I understand that as a student assistant, I am subject to release from the position at any time based on not fulfilling any of the above responsibilities/expectations.

_________________________________       _________________________________  ____________  
Employee Name                         Employee Signature   Date

_________________________________       _________________________________  ____________  
Supervisor Name                  Supervisor Signature   Date

_________________________________       _________________________________  ____________  
MPP Name                                      MPP Signature    Date