

Area Assistant Position Description 2021-2022

HOUSING AND RESIDENTIAL LIFE OVERVIEW

Department of Housing and Residential Life Mission

Housing and Residential Life creates safe, welcoming, and inclusive communities that engage students in their personal and social development while promoting academic success and responsible citizenship through high quality services and initiatives.

Residence Life Educational Priority

By living on campus our students will become responsible and mindful community members.

California State University Long Beach Mission Statement

California State University Long Beach enriches students' lives through globally informed, high impact educational experiences with superior teaching, research, creative activity, and action for the public good

Area Assistant (AA) Overview

Area Assistants are undergraduate students who live in their villages of responsibility and report to an Assistant Residential Life Coordinator and Residential Life Coordinator assigned to a residential village. Additionally, Area Assistants are alternate resident assistants and may be contacted at any time to fill a vacant resident assistant position during the summer and academic year. To effectively perform the Area Assistant position, the AA must agree and adhere to the responsibilities, expectations, terms, and conditions associated with this role.

DESCRIPTION OF RESPONSIBILITIES

- Work up to 15 hour per week in the service center (number of hours may vary based on need and COVID-19 regulations).
 - Assist with lockouts, including proper documentation
 - Properly track check-out items and follow-up to ensure return (include temporary key issuance)
 - Receive and sort mail and packages
 - Contact appropriate staff in an emergency
 - Assist with wellness checks with another staff member present
 - Assist with resident check in/out
 - Complete vacancy room checks
 - Assist with temporary room assignments
 - Assist with room changes and key updates
 - Assist with key organization
 - Respond to fire alarms
- Design, develop, distribute, and post bulletin boards and door decorations for their service center area as directed by the supervisor and department.
- Assist ARLC/RLC serving as Hall Government advisor with administrative tasks
- Attend and actively participate in **all** mandatory trainings in their entirety. This includes, but is not limited to, August training, January training, online trainings, and other trainings that may be scheduled if the need arises.
- Assist with the opening and closing of the residence halls during the fall semester, spring semester, and other officially scheduled university breaks. Tasks include, but are not limited to, work order submissions, resident check-ins and check-outs, etc.
- Serve as a resource, referral, and communication agent between residents, campus partners, and University Housing.

- Be inclusive to individuals from all protected classes and of all backgrounds (i.e. ethnic, racial, cultural, religious, sexual orientation, gender expression, etc.). The AA should practice and encourage better understanding of cultural diversity and acceptance of individual differences in their communities.
- Serve as role models, demonstrate good judgment, and practice ethical behavior both on and off campus and online. AAs are expected to follow the policies that they enforce.
- Clearly and positively communicate the guidelines that residents must live within, as noted in the Housing License Agreement, Standards for Student Conduct, and Community Living Guide Community Standards. When student behavior violates these guidelines in the Service Center, the AA will respond in a manner that the student is encouraged to not only take responsibility for their inappropriate behavior, but also to learn from the experience to prevent reoccurrences.
- Submit well-written and timely incidents reports as described and instructed by supervisors. All incident reports should be routed through the appropriate Maxient link provided.
- Comply with all reporting and communication obligations including Clery, FERPA, Title IX, CANRA mandated reporting, etc.
- Complete additional administrative duties as assigned by their supervising Assistant Residential Life Coordinator, Residential Life Coordinator, or higher-level Housing administrator.

POSITION REQUIREMENTS

- Must be enrolled at CSULB as a full-time student for the period of appointment. Extended studies enrollment does not fulfill this requirement. AAs must carry no less than 12 units, but not more than 18 units per semester of undergraduate work.
- AAs cannot be enrolled in more than 18 classroom hours (including labs) per semester. Due to the 40 hour per week schedule during training, AAs cannot be enrolled in classes during training periods. This includes Summer Session 3 and all Winter Session classes. The AA should check with their advisor to ensure that they do not need to take any classes during this time before accepting the position.
- Must have completed two semesters of college work before the period of appointment and must have lived in CSULB Housing for at least one semester.
- Must be approved to work in the US.
- Must maintain at least a 2.7 CSULB, semester, and cumulative GPA during the duration of their appointment.
- Ability to work throughout the year, including semester breaks.
- Ability to work 20 hours per week.
- Willing and able to work flexible hours, including evenings, weekends, and some holidays.
- Strong critical thinking, problem-solving, and creative thinking skills.
- Ability to work as part of a team through close collaboration with colleagues and coordinate with others.
- Excellent communication skills both written and orally to communicate using grammatically correct English effectively on a one-to-one basis, over the telephone, or in a group setting to obtain information.
- Ability to lift, move, and transport equipment or supplies weighing ~25 lbs. to event and programming locations, residential spaces, and offices on campus.
- Demonstrate a positive attitude toward Housing & Residential Life, the Division of Student Affairs, and CSULB and endeavor to encourage and support their goals and objectives.
- Appointed AAs who violate the Community Living Guide Community Standards, Student Code of Conduct, or the HRL License Agreement can be terminated at any time at the discretion of University Housing.
- Selected candidates must return to campus prior to the official opening of both the fall and spring terms and must remain after the official closing of both the fall and spring terms as specified in the Terms and Conditions.
- Serve as a role model and demonstrate good judgment and ethical behavior both on and off campus.
- Ability to maintain flexibility to changing priorities including follow through and meet deadlines.
- Ability to use sound judgement.
- Ability to consistently report to work on time prepared to perform the duties of the position.
- The Area Assistant position is a full academic year student leadership opportunity and commitment. The appointment period is for one full academic year (consecutive fall, winter, and spring terms, including winter and spring breaks). All Area Assistants are required to live in their assigned spaces starting with fall training and continuing through spring close-down. If an Area Assistant is not able to fulfill this requirement, they should not be an Area Assistant.

REMUNERATION

The hourly rate for the Area Assistants is \$14.00 per hour until January 2022 at which time the hourly rate will increase to \$15.00 per hour.

TENTATIVE IMPORTANT DATES AND EVENTS

Saturday, July 31 2021	RAs can begin to move in (Time TBD)
Monday, August 2 - Tuesday, August 17, 2021	Training - AAs must be moved in and settled by 2:00pm
Tuesday, August 17 – Thursday, August 19, 2021	Move in Days
Thursday, August 19 – Sunday, August 22, 2021	Beach Days
Monday, August 23, 2021	First Day of Classes
Saturday, November 21 - Sunday, 29, 2021	Fall Break –staff coverage required (partial staff). AAs not working Fall break released 11/22 and must return 11/29.
Sunday, November 29, 2021	Residence Halls re-open at 10am
Friday, December 10, 2021	Last Day of Classes for Fall Semester
Monday, December 13- Saturday, December 18, 2021	Final Exams
Saturday, December 18, 2021	Fall Semester Finishes
Saturday, December 18, 2021:	Residence Halls Close at 11am
Sunday, December 19, 2021	AA Winter Release for Break at 3pm
January 9, 2022	AAs Return for Winter Training
January 10 – 15, 2022	Winter Training
Sunday, January 16, 2022	Residence Halls Open at 10:00am
Monday, January 17, 2022	Campus Closed for MLK Day; Dining Halls open, first meal is Brunch
Tuesday, January 18, 2022:	Spring Semester Begins
January 18 – 21	Meal Plan Changes Allowed
March 7 – 23, 2022	Sign up for Spring Break Housing
March 2022, Saturday	Beach Bound collaboration with Outreach Office (Final Date TBD)
Saturday, March 26, 2022	Spring Break, Residence Halls close at 11am
Saturday, March 26, 2022	AA Spring Break Release at 2pm (except those working Spring Break)
Friday, April 1, 2022	Housing Application Opens
Saturday, April 2, 2022	Return by 5:00pm
Sunday, April 3, 2022	Residence Halls Open at 10:00am (Meals needed in Dining)
Monday, April 4, 2022	Dining Hall opens, first meal is breakfast
Monday, May 2, 2022	Priority Deadline for Housing Application
Friday, May 6, 2022	Last Day of Classes for Spring Semester
May 9-18, 2022	Final Exams
Saturday, May 14, 2022	Residence Halls Close at 11 am
Sunday, May 15, 2022	AAs not working commencement week released
May 17 – 20, 2022	Commencement Ceremonies
Friday, May 20, 2022	Residence Halls Close for all students at 11am
Saturday, May 21, 2022	Seniors graduating on Friday may request to stay until 11am
Sunday, May 22, 2022	AAs working commencement week released

In addition, AAs will reserve the following Fridays from 3:30 - 5:30pm for All Staff meetings. These meetings are for continued training and development, presentations from campus partners, and a time for staff to connect.

- **Friday, September 4, 2021**
- **Friday, October 2, 2021**
- **Friday, October 23, 2021**
- **Friday, November 13, 2021**
- **Friday, December 4, 2021**
- **Friday, February 5, 2021**

- **Friday, March 4, 2022**
- **Friday, March 25, 2022**
- **Friday, April 15, 2022**
- **Friday, May 6, 2022** – End of Year Banquet

I _____ state that I have read and agree to the above “Area Assistant Position Description 2021-2022.”

Student Staff Signature Date

Associate Director Signature Date

Director Signature Date