TERMS, CONDITIONS & RESPONSIBILITIES

TERMS

1.0 The SA must be appointed as an RA-Tech at CSULB for the period of appointment.

1.1 The SA must be enrolled at CSULB as a full-time student for the period of appointment. Extended studies enrollment does not fulfill this requirement. SAs must carry no less than 6 units, but not more than 18 units per semester of undergraduate work. SAs who want to take more than 18 units must get prior approval from the Assistant or Associate Director. SAs cannot be enrolled in more than 20 classroom hours (including labs) per semester. Due to the 40 hour-per-week schedule during training and Beach Days, SAs cannot be enrolled in classes, online or in person, at any institution during training periods. This includes Summer Session 3 and all Winter Session classes. The SA should check with their advisor to ensure that they do not need to take any classes during this time before accepting the position.

1.2 The SA must have completed two semesters of college work before the period of appointment and preferably would have lived in university housing at any institution for at least one semester.

1.3 The SA must maintain at least a 2.7 CSULB, semester, and cumulative GPA during the duration of their appointment. RAs placed in Honors House must maintain a 3.0 GPA for the duration of their employment. CSULB Housing & Residential Life reserves the right to check grades of SAs through the duration of the SA appointment. SAs who fall below 2.7 but above 2.5 may be granted probation, depending on circumstances and approval by the Associate Director. SAs whose GPAs fall below 2.5 will be released without the potential of probation.

CONDITIONS

2.0 The undersigned student agrees to accept a temporary appointment as a Student Assistant (SA) while also accepting a temporary appointment as an RA-Tech at California State University, Long Beach beginning August 2, 2021 and ending on or before May 22, 2022 subject to the terms and conditions contained herein. The use of housing facilities is subject to the regulations contained in Title 5 of the California Code of Regulations.

2.1 The SA position for RA-Tech 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 breaks). The RA-Tech position is at-will and appointments may be rescinded at any time for failure to maintain grade requirements, to successfully complete on-going training requirements, to adequately perform position responsibilities, to support and be in continuous compliance with CSULB or HRL policy, and/or the law, or as a result of being placed on either academic or disciplinary probation by the University. The SA understands and agrees that assignment to a particular building or residential college is not guaranteed and will accept placement in any location where their skills are most needed. HRL will give advance notice for anything not appointment action related as it is our intention to keep staff in their positions provided that they continue to perform well. An Assistant Director, Associate Director, or Executive Director of Housing may rescind appointments to the SA position at any time for unsatisfactory performance in the position or conduct concerns prior to the start of the position. All appointment action items are addressed through the staff accountability process.

2.2 In all circumstances, the SA position for RA-Tech is supervised by the IT Specialist and/or designee, and their performance is subject to review for continuance. RA-Tech will receive a performance evaluation each semester. Continuation to the next semester and/or reappointment for the next year is contingent upon several factors including on-going satisfactory performance evaluations by the supervisor. Satisfactory performance evaluation is defined as meeting or exceeding expectations as defined by the evaluation in all areas of the position description.

2.3 SAs are not authorized to represent or disseminate views or policies of CSULB HRL to anyone without prior approval. This includes engaging in activity or conduct in a manner such that a reasonable person would assume that the SA
was authorized to represent CSULB HRL, including, but not limited to, social media participation, blogging, or speaking with/responding to inquiries from media outlets, including campus media. While the SA is free to express their personal opinion, they must take reasonable steps to ensure that the expression is recognized by potential recipients as their personal opinion and not a representation of CSULB HRL. Reasonable steps include, but are not limited to, a prefatory statement or disclaimer that the SA is not authorized to represent CSULB HRL and that any statements made are solely the SA’s personal opinion and not a representation of CSULB HRL.

RESPONSIBILITIES

Responsibilities for the SA positions include the following areas: Student Development and Community Building; Training, Meetings, and Communication; Administrative and Operational; and General Expectations and Conduct.

Student Development and Community Building

3.0 The SA will serve as a resource, referral, and communication agent between residents, campus partners, and University Housing.

3.1 The SA will actively promote the concept of community in the halls and encourage residents to take responsibility for positive and assertive behavior within that community.

3.2 SAs must be inclusive to individuals from all protected classes and of all backgrounds (i.e. ethnic, racial, cultural, religious, sexual orientation, gender expression, etc.). The RA should encourage better understanding of cultural diversity and individual differences in their communities and on campus.

Training, Meetings, and Communication

4.0 The SA is expected to participate and actively engage in all mandatory training prior to the beginning of both the fall and spring semesters. The SA must successfully complete any additional first-year or on-going staff training requirements. The specific schedule will be determined prior to each period but may be subject to change. A housing accommodation will be provided during training as well as training meals.

- Fall Training Dates: August 2 – August 20, 2021
- Spring Training Dates: January 10 – January 21, 2022

4.1 SAs will be on duty throughout the opening and closing of the halls. This includes resident check-in and check-out, and academic break periods when the halls close.

4.2 SAs will return to campus early to assist with opening responsibilities and stay late to assist with closing. SAs will also assist with department wide initiatives and hall preparation. This includes move-in and move-out, Beach Days, Homecoming, Family Day, Open House, Hiring & Recruitment, and all break periods. Academic break travel may not interfere with the completion of responsibilities. This schedule will be determined by departmental needs and scheduling will happen during staff meeting early in the semester. SAs should communicate their travel plans before booking flights, buying tickets etc. to ensure there is no conflict with responsibilities of the appointment. Meals are not provided during these break periods.

4.2 SAs will reserve the following Fridays from 3:30-5:30pm for All-College staff meetings. These meetings are for continued training and development, presentations from campus partners, and a time for staff to connect. These staff meetings are required in attendance. All conflicts must be communicated with their supervisor prior to the meeting.
5.0 SAs are expected to 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.

5.1 The SA will conduct room inspections prior to move-in and during move-outs. The SA should be observant and address/report any violations, damages, or safety concerns they see any time they are in a student room or common area. Work orders should be submitted in a timely manner so concerns can be addressed quickly.

5.2 The SA is required to use their provided staff (-sa@csulb.edu) email as their primary means of electronic communication for position related emails. The SA is required to check their email every business day unless on approved leave. SAs must notify supervisors immediately if they have issues with their -sa email or if it stops working.

5.3 The SA will be good stewards of departmental and university resources and supplies and will use them appropriately. Although SAs have access to various supplies and resources (e.g. printers, etc.), they are only permitted to use items that they have been expressly giving permission to utilize as a function of their appointment. If the SA is unsure if they have or need permission, they should ask their supervisor for clarification.

5.4 While working at the Service Center, the SA will complete any or all of the following:
   - 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
   - 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 mail key organization
   - Respond to fire alarms

5.5 The SA will assist in verification of resident occupancy each semester under supervisor direction.

5.6 The SA will complete additional administrative duties as assigned.

**Behavioral Expectations and Professional Conduct**

6.0 All SAs must follow and enforce the Standards of Student Conduct and Residence Hall Handbook policies and procedures. SAs cannot have an open conduct case, be on student conduct disciplinary probation, or a more severe disciplinary sanction at the university while appointed. HRL reserves the right to check the student conduct records of the SAs through the duration of appointment. Violating University or residence hall policy may result in removal from the position.

6.1 SAs are expected to follow the policies that they enforce. SAs are role models and representatives of CSULB and HRL on-campus, off-campus, and in on-line communities (i.e. Facebook, Instagram, Twitter, Snapchat etc.). Choices made by SAs affect their ability to be respected and to fulfill their SA responsibilities. A violation of any one of these policies can and will result in removal from the SA position and from their current housing assignment.

6.2 SAs have a duty to report for the University regarding any Title IX concerns that they become aware of at any time. SAs are also CSAs (Campus Security Authorities) and have a responsibility to report crime statistics under the Clery Act. Additionally, SAs are mandated reporters under the Child Abuse and Neglect Reporting Act (CANRA) pursuant to CSU Executive Order 1083.

6.3 Release from the SA position could result if the following expectations regarding alcohol and drugs are violated:
   6.3.1 All SAs in regard to Alcohol and Drugs:
      - SAs will not consume alcohol while performing SA work responsibilities.
      - SAs will not possess/use/produce false identification.
      - SAs will not purchase or supply alcohol for persons under 21.
      - SAs will not consume alcohol with underage staff members or students on or off campus.
      - SAs will not possess/use/be in the presence of others using illegal drugs.
   6.3.2 Underage SAs
      - SAs will not possess/consume/distribute alcohol per state law.
   6.3.3 SAs over 21
- SAs will not accompany any underage staff members or students to a bar or party and consume alcohol.
- SAs will not purchase or supply alcohol for persons under 21.
- SAs will exercise responsible drinking if they choose to drink and acknowledge that they are always a role model and mentor.

**6.4** SAs are expected to facilitate a positive and inclusive environment in their communities and with the staff:
- SAs will not participate in any dialogue that could be interpreted as threatening, demeaning or disrespectful towards residents, another staff member, campus partners, or Housing & Residential Life.
- SAs will not participate in any form of gossip concerning residents and/or housing staff with hall residents, other SAs, campus partners, or supervisors and will consider the time, place, and the manner in which they engage in conversations.
- SAs will maintain a positive working relationship with their supervisor, showing respect for him/her as a supervisor and as a person.
- SA will keep their supervisor informed of relevant issues in a timely manner, provide feedback appropriately, and accept feedback in professional manner.
- SAs will communicate directly with fellow staff members and their supervisor in any situation where they feel they are not being heard. This will limit gossip and provide an opportunity for the issue to be resolved with the parties involved.
- SAs will not participate in any behavior that may be construed as undermining to the group dynamics of the hall staff or the HRL leadership.
- SAs will engage collaboratively with their fellow staff members, campus partners, and supervisors to resolve interpersonal conflicts.

**6.5** The SA will demonstrate a positive attitude toward Housing & Residential Life at CSULB and will endeavor to encourage and support the goals and objectives of Housing & Residential Life.

**6.6** The SA will serve as a role model and demonstrate good judgment and ethical behavior both on and off campus. This includes expectations outlined in 6.3 and applies to the entire period of appointment, including when the halls are closed.