



Resident Assistant of Community Development: 2021 – 2022 Appointment Description

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, mindful, and engaged 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

Resident Assistant (RA) Overview

The Resident Assistant appointment is a unique leadership opportunity for undergraduate students to meaningfully contribute to the residential experience at California State University Long Beach. Resident Assistants contribute to the mission of the department and the University by serving as responsible peer educators, community builders, administrators, and leaders for residential students. Resident Assistants work collaboratively with departmental staff to develop residents as responsible, mindful, and inclusive community members. They do this through the support of a curricular approach to learning in the residence halls. RAs implement the residential curriculum by engaging students through various educational strategies and connecting residents to campus resources. Resident Assistants (RAs) live in their communities of responsibility and report directly to a Residential Coordinator (RC). To effectively perform in the Resident Assistant role, the RA must agree and adhere to the responsibilities, expectations, terms, and conditions associated with this role.

DESCRIPTION OF RESPONSIBILITIES

- Maintain a time commitment to the role, averaging approximately twenty (20) hours a week during the weeks when classes are in session. This includes, but is not limited to, spending time building positive relationships with residents (virtually or in person depending on COVID-19 restrictions from the University, City, County, State, etc.), attending and actively participating in regular mandatory meetings (i.e. bi-weekly one-on-ones with their direct supervisor, weekly staff meetings, and monthly all-staff meetings.), participating in workshops, and assisting with departmental wide initiatives. Departmental initiatives include Beach Days, Homecoming, Family Day, Open House, Hiring & Recruitment, etc.
- Attend and actively participate in **all** mandatory trainings in their entirety. This includes, but is not limited to, August training, January training, on-line 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, physical room checks, work order submissions, deadbolting and un-deadbolting doors, resident check-ins and check-outs, report writing, etc.
- Assist with tasks and responsibilities that may be necessary for addressing COVID related procedures. These may include but are not limited to:
 - Delivering meals to students or staff in quarantine or isolation and properly using the PPE provided.
 - Administrative tasks within assigned building if building wide or campus wide quarantine takes place.
 - Working additional desk or duty shifts if traditional RA responsibilities decrease. This may be due to decreased resident occupancy, increased COVID restrictions, or emergency situations.

- Serve as a resource, referral, and communication agent between residents, campus partners, and University Housing.
- Assume responsibility for facilitating, conducting, and documenting structured conversations with residents in their assigned area, requiring persistence in outreach, on a regular basis as directed by their supervisor (e.g., Intentional Interactions).
- Purposely promote holistic student and community development through the implementation of the Residential Curriculum. These engagement strategies are accomplished through facilitation of inclusive active and passive programming at the direction of the department.
- Meet with the residents of each room to facilitate complete and thorough roommate agreements at the beginning of the year and whenever there is turnover in the room.
- Further personal mediation/conflict resolution skills and familiarize themselves with campus resources to assist residents in developing strategies to mediating interpersonal or intrapersonal conflict.
- 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 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. RAs are expected to follow the policies that they enforce.
- Actively promote the concept of community in the halls and encourage residents to take responsibility for positive and assertive behavior within that community.
- Conduct follow-up with residents after an incident to provide resources and support or express care and concern.
- Design, develop, distribute, and post bulletin boards and door decorations for their assigned area as directed by the supervisor and department.
- Clearly and positively communicate the guidelines that residents must live within, as noted in the Housing License Agreement, Standards for Student Conduct, Residence Hall Handbook policies, and the Roommate Agreement. When student behavior violates these guidelines, the RA 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.
- In rotation with other RAs in the area, provide evening, weekend, and holiday (i.e. Labor Day, Veteran's Day, Thanksgiving, Memorial Day, MLK Day, Winter Break, etc.) duty responsibilities. Serving on duty required completing rounds, confronting violations, addressing emergencies, and submitting on-call duty reports. RAs are required to follow the communication process including for ensuring the management team is informed and engaged of pertinent issues. While on duty, RAs will be approachable and available to respond appropriately to crisis and emergency situations.
- Respond to area-wide emergency situations whether on duty or not, as needed, especially if they happen to be in the area at the time of the emergency. This includes assisting with fire drills, fire alarms, fire walks, etc. as directed.
- 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.
- Conduct room inspections prior to move-in, during mid-semester health and safety checks, and during move-outs, completing the corresponding administrative paperwork as directed by their supervisory staff. RAs should be observant and address/report any violations, damages, or safety concerns they see in the residential community (i.e. lounges, hallways, study rooms, suite hallways, etc.).
- Comply with all reporting and communication obligations including Clery, FERPA, Title IX, CANRA mandated reporting, etc.

- Residents Assistants are expected to prioritize the Resident Assistant appointment over outside commitments so that those commitments will not conflict with the responsibilities of the RA role. Resident Assistants who have academic or extracurricular commitments are required to review their situation with Housing & Residential Life prior to accepting employment as a Resident Assistant.
- The RA role is live-in; RAs must sleep in their room assignment and be accessible within their assigned community a majority of nights and days. Time spent away from the campus should be communicated with supervisors.
- Complete additional administrative duties as assigned by their supervising Residential Coordinator, Hall Director, Area Coordinator, or higher-level Housing Administrator.

APPOINTMENT REQUIREMENTS

- Must be enrolled at CSULB as a full-time student for the period of appointment. Extended studies enrollment does not fulfill this requirement. RAs must carry no less than 12 units, but not more than 18 units per semester of undergraduate work
- Ability to work 20 hours per week, 40 hours during specified non-academic periods
- Cannot be enrolled in more than 18 classroom hours (including labs) per semester. Due to the 40 hour per week schedule during training, RAs cannot be enrolled in classes during training periods. This includes Summer Session 3 and all Winter Session classes. The RA should check with their advisor to ensure that they do not need to take any classes during this time before accepting the role
- 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. RAs placed in Honors House must maintain a 3.0 GPA
- Must be able to commit to this student leadership opportunity for a full academic year. The appointment period is for one full academic year (consecutive fall, winter, and spring terms, including winter and spring breaks)
- All Resident Assistants are required to live in their assigned spaces starting with fall training and continuing through spring close-down. If a student is not able to fulfill this requirement, they should not be a Resident Assistant
- Willing and able to work flexible hours, including evenings, weekends, and some holidays
- Ability to maintain flexibility to changing priorities including follow through and meet deadlines
- 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 RAs who violate the Resident Handbook, 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 use sound judgement
- Ability to consistently report to work on time prepared to perform the duties of the appointment
- Must successfully pass a LiveScan Background check if required (requirement is contingent on availability due to COVID-19 restrictions)

REMUNERATION

- 1 standard single room. Please note that the University does not assume liability for any personal or property damages and therefore highly recommends that while living on campus, you obtain personal insurance such as a renter's policy.
- 210 Meal Block Plan for use in the Residential Dining Halls per semester. Meals will not be provided during

graduation week and during holidays when the dining hall is closed.

***TENTATIVE* IMPORTANT DATES AND EVENTS**

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| Saturday, July 31 2021 | RAs can begin to move in (Time TBD) |
| Monday, August 2 - Tuesday, August 17, 2021 | Resident Assistant Training - RAs must be moved in and settled by 2:00pm |
| Wednesday, August 18, 2021 | Move in Day (8am – 2pm) |
| Thursday, August 19 – Sunday, August 22, 2021 | Beach Days (if still virtual in Fall 2021, Floor meetings should take place BEFORE students move in) |
| Monday, August 23, 2021 | First Day of Classes |
| Saturday, November 21 - Sunday, 29, 2021 | Fall Break – RA staff coverage required (partial staff). RAs 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 | RA Winter Release for Break at 3pm |
| January 9, 2022 | RAs Return for Winter Training |
| January 10 – 15, 2022 | RA 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 | RA Spring Break Release at 2pm (Except those working Spring Break) |
| March 26 – April 2, 2022 | RA Spring Break Duty |
| Friday, April 1, 2022 | Housing Application Opens |
| Saturday, April 2, 2022 | RA 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 | RAs 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 | RAs working commencement week released |
| | Summer employment opportunities may be available for non-returning RAs in good standing |

In addition, RAs 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
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I _____ state that I have read and agree to the above “Resident Assistant of Community Development Appointment Description 2021-2022” which includes reading and agreeing to the “RA Agreed Upon Terms & Conditions 2021-22”.

Student Staff Signature Date

Associate Director Signature Date

Director Signature Date