

Assistant Residential Life Coordinator (ARLC)

Position Description: 2022-2023

OVERVIEW HOUSING AND RESIDENTIAL LIFE

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 more 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.

Assistant Residential Life Coordinators (ARLCs) Overview

Assistant Residential Life Coordinators (ARLCs) are graduate students who report to full-time staff in Residential Life (Residential Life Coordinators or Assistant Directors) and together work to create inclusive communities to fulfill our departmental mission. There are seven (7) ARLCs who are assigned to one of the three residential villages to develop community among their staff, the village, and campus. ARLCs are required to live in an assigned apartment within University Housing and serve in the On-Call rotation. To effectively perform the Assistant Residential Life Coordinator position, the ARLC must agree and adhere to the responsibilities, terms, and conditions associated with these roles.

Please be aware that the ARLC will assist the department with COVID-19 protocols which include but are not limited to contactless delivery of meals and care packages to isolation/quarantine students and staff. The ARLC must also comply with all Housing & Residential Life and CSULB immunization requirements before the start of Fall 2022 training.

Description of Responsibilities

- Assist with the leadership and supervision of the Resident Assistant and Desk Assistant team. Hold bi-weekly 30 minute 1:1 meetings with five (5) to six (6) RAs under the guidance and supervision of a Residential Life Coordinator.
- Create an open, welcoming, and inclusive residential community where all students can learn and be engaged
- Assist with the department's residential curriculum to implement educational strategies that cultivate communities focused on student academic and personal success events (e.g., workshops, field trips, passive programming, trainings, etc.)
- Assist with the development and leadership of thematic community initiatives if assigned to a building with a Thematic Community (e.g., Black & Pan-African Scholars, International House, LGBTQIA House, Honors House, International House, Transfer Community, etc.).
- Advise or co-advise the Community Government in assigned area. Beachside, Hillside, and Parkside South & Central will co-advise the CGs in their area because they each also have a thematic community to support. Parkside North will advise their CG alone because they do not have a thematic community.
- Assist with the coordination of administrative tasks including, but not limited to roommate agreements, community meetings, the Residential Curriculum, staff training and development, purchasing program supplies, assisting with tracking attendance etc. as assigned or needed.
- Maintain approximately 10-15 weekly scheduled community office hours/daytime on-call over the course of each of the five business days of the week, during the hours of 8am-5pm. This time will be used for meetings, administrative tasks, community development, etc. The remaining 5-10 hours will be flexible to accommodate program shopping, after hour events, and other evening and weekend responsibilities.
 - Because of the nature of working in Housing and Residential Life, there are times that are busier and require more of a time commitment than others depending on the season (i.e., opening, closing, staff evaluations, staff selection, etc.). It is important for Assistant Residential Life Coordinators to be very organized and strong time managers.
- Meet regularly with Residential Life Coordinator and attend staff meetings as needed including keeping RLC apprised of issues of concern (e.g., identify students in need of support, assist with coordinating referrals, etc.).
- Serve as a conduct hearing officer and assist with the development and implementation of student conduct education that aligns with the mission, educational priority, and goals of CSULB Housing & Residential Life. Input pertinent information into Maxient Database Software as outlined in the process.
- In rotation with other ARLCs, provide day, evening, holiday, weekend, and break duty responsibilities including assisting with coordination of crisis and emergency response, facility maintenance, support for undergraduate staff. ARLCs are required to follow the communication process including maintaining the management team informed and engaged of pertinent issues.

- Notify department leadership staff and, when necessary, the University Police, of any emergency, potential hazardous situation or to request personal assistance as needed.
- Help manage the on-campus resident population in the event of weather emergencies, natural disasters, medical emergencies, high profile events, etc. by performing other duties as assigned
- Assist in the development and presentation of training materials for undergraduate staff, residents, and campus partners, as assigned.
- Work with the appropriate staff to follow-up with students who violate building safety inspections and vandalism to ensure compliance and proper protocol is followed
- Be good stewards of departmental and university resources and supplies and will use them appropriately. Although the ARLCs 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 position. If the ARLC is unsure if they have or need permission, they should ask their supervisor for clarification.
- Assist the department with move-in, Beach Days, check-out, end of the year closing, and other department-wide initiatives.
- Assistant Residential Life Coordinator may serve on a departmental committee (i.e., Training, Selection, Recognition, etc.) based and operational need and interest.
- Provide quality customer service to internal and external department and University stakeholders
- Role model the highest standard of conduct and guide students and staff towards success. Serve as a role model and demonstrate good judgment and ethical behavior both on and off campus. Be mindful that Assistant Residential Life Coordinators live where they work, and staff/students are always looking to them and their actions for guidance.
- 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.
- Arrive promptly for scheduled meetings and events and complete all assigned responsibilities and expectations.
- Be flexible and adaptable; complete other duties as assigned.

MINIMUM QUALIFICATIONS

- Must have completed bachelor's degree by start date
- Enrollment as a graduate student at CSULB in a minimum of 6 units each fall and spring semester for the entire tenure of the position
- Must be approved to work in the United States
- Must be in good standing with the Housing & Residential Life, the Office of Student Conduct, and CSULB University
- Satisfactorily pass background check to obtain level 1 access.
- Must not partake in any fieldwork or practicum hours for the duration of the appointment. Fieldwork/practicum opportunities within HRL may be allowed with prior approval
- Must maintain at least a 3.0 CSULB, semester, and cumulative G.P.A. in a CSULB graduate program during the duration of their appointment.
- Ability to work 20 hours per week during the academic year and up to 40 hours during approved non-class time
- Willing and able to work flexible hours, including evenings, weekends, and some holidays throughout the academic year, including semester breaks
- Possession of a valid California Driver's license and ability to operate a motor vehicle (golf cart)
- Access to regular and reliable transportation – On-call responsibilities include being able to get to and from Beachside & main campus in a timely manner to respond to emergencies. Must also be able to assist with shopping for program supplies
- Ability to climb stairs to respond to emergencies and perform room checks
- Ability to lift, move, and transport equipment or supplies weighing ~25 lbs. to event and programming locations, workstations, and offices throughout Campus and Off Campus.

PREFERED QUALIFICATIONS

- Previous residential life work and programming experience
- Previous work and leadership experience
- Demonstrated commitment to diversity and inclusion
- Ability to use sound judgement, strong critical thinking, problem-solving, and creative thinking skills
- Ability to maintain equanimity during emergencies and resistance from clients including the ability to mediate conflict effectively.
- 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 learn and apply new skills quickly
- Ability to speak, lead, and professionally present in public. Experience giving presentations in a variety of frameworks and content areas.
- Self-directed with excellent time management skills
- Proficiency in using PC computers utilizing programs such as Microsoft Office Suite (e.g., PowerPoint, Outlook, Word, Teams, Excel, etc.).
- Ability to consistently report to work on time prepared to perform the duties of the position.
- Ability to maintain flexibility to changing priorities including follow through and meet deadlines.

COMPENSATION

A one-bedroom apartment/studio (layout of units varies). The structure type, location, square footage, newness, furnishings, and amenities of the apartments will vary. There is no additional compensation for the variations between spaces. Furnishings will include, at minimum, a queen bed, loveseat, table, chairs, electric stove, fridge, and microwave. University furniture must remain in the apartment. If ARLCs own their own furniture, they are responsible for finding storage off-campus if their furniture does not fit in the apartment. University provided furniture will not be stored and will not be removed from the apartment. All utilities are included except personal telephone charges. Laundry is available at cost within the community for units that do not have laundry. A legally recognized spouse or partner may reside in the apartment during appointment period only after successfully completing a background check. Please note that the University does not assume liability for any personal or property damages and therefore highly recommends that while living on campus, ARLCs obtain personal insurance such as a renter's policy.

A 210 Meal Block Plan for use in the Residential Dining Halls. Meals will not be provided during times the dining halls are closed (e.g., breaks, holidays, graduation week, etc.).

The Assistant Residential Life Coordinator compensation package gives the option to receive or opt out of receiving the following compensation items. Please note that if ARLCs opt out of the optional compensation items they will not be replaced with any other form of compensation.

- Residential Parking Permit for Fall & Spring Semester (Summer permits are the responsibility of the ARLC)
- Tuition Award of around \$2,610 for Fall & Spring (six credits each semester) for an approximate total of \$5,220 for the year
- \$16.00 per hour for a maximum of 20 hours per week for administrative work during the academic year. Assistant Residential Life Coordinators are paid for up to 40 hours per week at a rate of \$16.00 per hour for working during summer training, Beach Days, and January training.

The apartment/studio, meal plan, parking permit, and tuition are compensation for on-call requirements, after hours duties, and other responsibilities not easily quantified.

IMPORTANT DATES AND EVENTS (Tentative)

Friday, July 8, 2022	Move-in to G/ARLC apartments is the weekend
Tuesday, July 12, 2022	A/GRLC position start date.
July 12- August 1, 2022	A/GRL Training
July 25- August 1, 2022	RHA Training and Event Planning
Monday, August 1, 2022	RAs must be moved in and settled by 5pm. Staff dinner/welcome
Tuesday, August 2 - 16, 2022	Resident Assistant Training
Wed., Thurs., Friday – August 17-19	Move in Days
Thursday, August 18 – Saturday, 20, 2022	Beach Days
Monday, August 22, 2022	First Day of Classes
Monday, September 5, 2022	Labor Day, university closed
November 2022	Resident Assistant Hiring & Recruitment Begins
Friday, November 11, 2022	Veterans Day (campus closed)
Friday, November 18, 2022	RA break duty begins at 6pm
Saturday, November 19, 2022	RAs not working break are released at noon or whenever closing tasks are complete
Monday, November 21 - Friday, November 25, 2022	Fall Break - No classes; Halls do not close; Dining is closed 24-27th
Sunday, November 27, 2021	Service Centers resume normal hours, RAs working desk and duty must return for their shifts
Friday, December 9, 2022	Last Day of Classes for Fall Semester
Monday, December 12- Saturday, December 16, 2022	Final Exams
Friday, December 16, 2022	Fall Semester Ends
Saturday, December 17, 2022:	Residence Halls Close at 11am
Saturday, December 17, 2022:	Last meal served at dining hall - breakfast
Sunday, December 18, 2022	RAs not working over break are released by supervisor once all tasks are complete
Tuesday, January 3, 2023	University Reopens
Wednesday, January 4, 2023	Pro & Grad Staff Training begins
Tuesday, January 10, 2023	New & Mid-Year RAs move-in for training
Wednesday, January 11, 2023	New & Mid-year RA Training
Wednesday, January 11, 2023	All RAs Return for Winter Training
January 10 – 18, 2023	RA Winter Training & Spring Move-In
Monday, January 16, 2023	Campus Closed for MLK Day
Wednesday, January 18, 2023	Residence Halls Open at 10:00am; Dining halls open
Thursday, January 19, 2023:	First Day of Classes
Friday, March 24, 2023	RA Break duty begins at 6pm
Saturday, March 25, 2023	RAs not working break are released at noon (12pm) or whenever closing tasks are complete
Saturday, March 25 – Sunday, April 2, 2023	Spring Break/Spring Break Duty
Friday, March 31, 2023	Campus closed for Cesar Chavez Day

Sunday, April 2, 2023	Service Centers resume normal hours, RAs working desk and duty must return for their shifts
Sunday, April 30, 2023	HRL Student Leader End of Year Banquet
Monday, May 1, 2023	Priority Deadline for Housing Application
Friday, May 5, 2023	Last Day of Classes for Spring Semester
May 8-13, 2023	Final Exams
Saturday, May 13, 2023	Residence Halls Close at 11 am
Monday, May 15, 2023	RAs not working commencement week released at 3pm
May 15 – 19, 2023	Commencement Ceremonies
Friday, May 19, 2023	Residence Halls Close for all students at 11am
Saturday, May 20, 2023:	Seniors graduating on Friday may request to stay until 11am
Sunday, May 21, 2023	RAs working commencement week released
Wednesday, May 31, 2022	End of GRLC Position

In addition, ARLCs will reserve the following Fridays from 3:30 - 5:30pm for All-Staff meetings. ARLCs may help with the planning and facilitation of these meetings which are for continued staff training and development, presentations from campus partners, and staff socialization and connection.

- Friday, September 9, 2022
- Friday, October 7, 2022
- Friday, November 4, 2022
- Friday, December 2, 2022
- Friday, February 3, 2023
- Friday, March 3, 2023
- Friday, April 7, 2023
- Sunday, April 30, 2023– End of Year Banquet
- Friday, May 5, 2023

Scan for [Application Link](#)

APPLICATION TIMELINE

- February 7, 2022: Applications go live
- February 25, 2022 @ 5:00pm: Application Deadline
 - [2022-2023 HRL A/GRLC Positions Application](#)
- March 24 & 25, 2022: GRLC Interviews
 - March 28 -May 20: GRLC offers on a rolling basis until filled

