

## **Graduate Residential Life Coordinator (GRLC)** **Appointment 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.

#### **Graduate Residential Life Coordinators (GRLCs) Overview**

The Graduate Residential Life Coordinator (GRLC) reports to full-time staff in Residential Life (Residential Life Coordinators or Assistant Directors) and collaborates to create inclusive communities to fulfill our departmental mission. The GRLC will maintain 20 hours a week and assist in various areas of residential life, which will include: oversight of the day-to-day operations of RHA, furthering the development of residence hall leadership and training initiatives, assistance in programmatic design and implementation; budget management, assessment efforts, student conduct, and other administrative tasks and duties as needed. GRLCs are required to live in an assigned apartment within University Housing and serve in the On-Call rotation. To effectively perform the Graduate Residential Life Coordinator position, the GRLC must agree and adhere to the responsibilities, terms, and conditions associated with these roles.

Please be aware that the GRLC 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 GRLC must also comply with all Housing & Residential Life and CSULB immunization requirements before the start of Fall 2022 training.

#### **Description of Responsibilities**

- Co-advise RHA in the planning and logistics associated with student leader conference attendance and serve as a chaperone as needed for conferences and other off-campus excursions, etc.
- Assist with the coordination of administrative tasks including, but not limited to RHA and RCC recruitment and elections, executive board training, staff training, purchasing program supplies, assisting with tracking attendance etc. as assigned or needed.
- Meet weekly with and serve as a co-advisor for RHA leadership to provide hands on oversight and guidance.
- Attend large scale RHA events as needed. Most programs occur during the evening hours (e.g., 7:00 pm and onwards)
- Assist with the department's residential curriculum to implement educational strategies and events (i.e., workshops, field trips, passive programming, etc.)
- Maintain 10-15 weekly scheduled community office hours over the course of each of the five business days of the week, during the hours of 8am-5pm. The remaining time should be scheduled to accommodate RHA meetings, RCC meetings, staff meetings, one-on-one meetings with student leaders and supervisor, budgeting, and residential curriculum needs.
  - 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, Beach Days, elections, conference attendance, etc.). It's important for Graduate Residential Life Coordinators to be very organized and strong time managers.
- 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.
- Meet regularly with supervisor and attend staff meetings as needed including keeping supervisor apprised of issues of concern.
- Be good stewards of departmental and university resources and supplies and will use them appropriately. Although the GRLCs 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 GRLC is unsure if they have or need permission, they should ask their supervisor for clarification.
- Assist with departmental assessment and evaluation efforts.
- Graduate Residential Life Coordinator may serve on a departmental committee (e.g., Training, Selection, Recognition, etc.) based and operational need.
- Assist with the supervision and oversight of Resident Assistants as needed or in the event the department is understaffed.
- 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. Be mindful that Graduate Residential Life Coordinators live where they work, and staff/students are always looking to them and their actions for guidance.
- 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 maintain at least a 3.0 CSULB, semester, and cumulative G.P.A. in a CSULB graduate program during the duration of their appointment.
- 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
- 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.

#### **PREFERRED QUALIFICATIONS**

- Previous experience living on campus or working in Residential Life
- Previous work and leadership experience
- Previous experience planning or leading large-scale events and programs
- Demonstrated commitment to diversity and inclusion

#### **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 the GRLCs 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, the GRLC 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 Graduate Residential Life Coordinator compensation package gives the option to receive or opt out of receiving the following compensation items. Please note that if GRLC opts 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 during training are the responsibility of the GRLC)
- Tuition Award of \$2,610 for Fall & Spring (six credits each semester) for a 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. The GRLC is 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)

<b>Friday, June 3, 2022</b>	Move-in to GRLC apartments is the weekend
<b>Monday, June 6, 2022</b>	GRLC position start date.
<b>July 12- August 1, 2022</b>	A/GRL Training
<b>July 25- August 1, 2022</b>	RHA Training and Event Planning
<b>Monday, August 1, 2022</b>	RAs must be moved in and settled by 5pm. Staff dinner/welcome
<b>Tuesday, August 2 - 16, 2022</b>	Resident Assistant Training
<b>Wed., Thurs., Friday – August 17-19</b>	Move in Days
<b>Thursday, August 18 – Saturday, 20, 2022</b>	Beach Days
<b>Monday, August 22, 2022</b>	First Day of Classes
<b>Monday, September 5, 2022</b>	Labor Day, university closed
<b>November 2022</b>	Resident Assistant Hiring & Recruitment Begins
<b>Friday, November 11, 2022</b>	Veterans Day (campus closed)
<b>Monday, November 21 - Friday, November 25, 2022</b>	Fall Break - No classes; Halls do not close; Dining is closed 24-27th
<b>Sunday, November 27, 2022</b>	Service Centers resume normal hours
<b>Friday, December 9, 2022</b>	Last Day of Classes for Fall Semester
<b>Monday, December 12- Saturday, December 16, 2022</b>	Final Exams
<b>Friday, December 16, 2022</b>	Fall Semester Ends
<b>Saturday, December 17, 2022:</b>	Residence Halls Close at 11am
<b>Saturday, December 17, 2022:</b>	Last meal served at dining hall - breakfast
<b>Sunday, December 18, 2022</b>	RAs not working over break are released by supervisor once all tasks are complete
<b>Tuesday, January 3, 2023</b>	University Reopens
<b>Wednesday, January 4, 2023</b>	Res Life Huddle (Pro staff & Grads)
<b>Wednesday, January 4, 2023</b>	Pro & Grad Staff Training begins
<b>Tuesday, January 10, 2023</b>	New & Mid-Year RAs move-in for training
<b>Wednesday, January 11, 2023</b>	New & Mid-year RA Training
<b>Wednesday, January 11, 2023</b>	All RAs Return for Winter Training
<b>January 10 – 18, 2023</b>	RA Winter Training & Spring Move-In
<b>Monday, January 16, 2023</b>	Campus Closed for MLK Day
<b>Wednesday, January 18, 2023</b>	Residence Halls Open at 10:00am; Dining halls open
<b>Thursday, January 19, 2023:</b>	First Day of Classes
<b>Saturday, March 25 – April 2, 2023</b>	Spring Break
<b>Sunday, March 26, 2023</b>	RA Spring Break Release at 2pm (Except those working Spring Break)

<b>March 27 – March 31, 2023</b>	Spring Break Duty
<b>Friday, March 31, 2023</b>	Campus closed for Cesar Chavez Day
<b>Sunday, April 30, 2023</b>	End of Year Banquet
<b>Monday, May 1, 2023</b>	Priority Deadline for Housing Application
<b>Friday, May 5, 2023</b>	Last Day of Classes for Spring Semester
<b>May 8-13, 2023</b>	Final Exams
<b>Saturday, May 13, 2023</b>	Residence Halls Close at 11 am, Last meal served at ?
<b>Monday, May 15, 2023</b>	RAs not working commencement week released at 3pm
<b>May 15 – 19, 2023</b>	Commencement Ceremonies
<b>Friday, May 19, 2023</b>	Residence Halls Close for all students at 11am
<b>Saturday, May 20, 2023:</b>	Seniors graduating on Friday may request to stay until 11am
<b>Sunday, May 21, 2023</b>	RAs working commencement week released
<b>Wednesday, May 31, 2022</b>	End of GRLC Position

In addition, the GRLC will reserve the following Fridays from 3:30 - 5:30pm for All-Staff Trainings. The GRLC 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

