Residential Coordinator for Student Conduct
Position Description: 2020-2021

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

RESIDENTIAL COORDINATOR FOR STUDENT CONDUCT OVERVIEW

The Residential Coordinator for Student Conduct (RCSC) is a graduate position for CSULB graduates’ students enrolled full-time in a graduate level program. As a member of the Housing & Residential Life staff, the RCSC will maintain 20 hours a week assisting with administrative tasks and educational programming related to Housing Student Conduct. This is not a live-in position. This staff member works under the supervision of the Assistant Director of Student Conduct. The RCSC will support the mission and educational priorities of the department through conduct meetings, resident follow-up, staff training, resident education, and other residential curriculum strategies. To effectively perform the Residential Coordinator for Student Conduct position, the RCSC agrees and adheres to the responsibilities, terms, and conditions associated with this role.

DUTIES & RESPONSIBILITIES

• 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.
• Meet regularly with Assistant Director and attend staff meetings as needed including keeping AD apprised of issues of concern (e.g. identify students in need of support, assist with coordinating referrals, etc.).
• Maintain 20 weekly scheduled office hours. These hours must be conducted over the course of each of the five business days of the week, during the hours of 8am-6pm, unless academic commitments conflict or programming needs require flexing hours.
• Assist in the updating of departmental documents, policies and protocols related to student conduct, resident behavior, fire safety, and health & safety protocols.
• Assist in the development and presentation of training materials for staff, residents, and campus partners.
• Assist with the coordination of administrative tasks including, but not limited to roommate agreements, community meetings, bulletin boards, the Residential Handbook, ESA Agreements, RC Manual, report submission, etc.
• Work with the Office of Student Conduct when necessary to follow up on policy violations, and assist with issues related to student conduct.
• Be knowledgeable of and enforce University Code of Conduct and Department policies as stated in the Student Handbook.
• Establish a positive working relationship with departmental and university staff and stakeholders.
• Notify department leadership staff and, when necessary, the University Police, of any emergency, potential hazardous situation or to request personal assistance as needed.
• Be inclusive to individuals from all protected classes and of all backgrounds (i.e. ethnic, racial, cultural, religious, sexual orientation, gender expression, etc.), and encourage better understanding of cultural diversity and individual differences in their communities and on campus.
• Always maintain appropriate confidentiality regarding Housing and Residential Life business and any information or situations which may violate a student’s privacy (FERPA). This may include incidents in which you are involved or about which you have been informed including roster information, names of residents, unlisted phone numbers, staff activities, judicial actions, crisis management plans, and police interaction.
• Maintain accurate payroll records and sign timesheets to meet established deadlines.
• Abide by, and support, all policies, procedures, and missions of Housing and Residential Life, the Division of Student Affairs, and California State University, Long Beach. Actions that could be perceived as undermining the department, division, or university are cause for appropriate work-related disciplinary sanctions, up to and including immediate release.
• Be good stewards of departmental and university resources and supplies and will use them appropriately. Although the RCSCs 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 RC is unsure if they have or need permission, they should ask their supervisor for clarification.
• Assist the department with opening, Beach Days, closing, and other department-wide initiatives.
• Assist with departmental assessment and evaluation efforts.
• Serve as a representative of the Department of Housing and Residence Life including participating in departmental committees as needed.
• Residential Coordinator may serve on a departmental committee 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. Be mindful that staff/students are often looking to them and their actions for guidance.
• Arrive promptly for scheduled meetings and events and complete all assigned responsibilities and expectations.

MINIMUM QUALIFICATIONS/REQUIREMENTS

• 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 US
• 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.
• 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 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.
• Ability to manage, organize and demonstrate command of a complex and continuously changing array of information, dates, places and people in a systematic way in order to optimize efficiency and
minimize duplication of effort in the process of completing projects.

- Skill in analyzing information, problems, situations procedures etc. to define the problem, identify relevant issues, and generate reasonable and appropriate alternatives or solutions.
- 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 pick up 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, etc.).
- Ability to consistently report to work on time prepared to perform the duties of the position.
- Committed to and have a thorough understanding of issues of diversity, inclusion, and social justice in higher education.
- 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.
- Possession of a valid California Driver’s license and ability to operate a motor vehicle (golf cart)
- Understanding of the development and needs of diverse student populations
- 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.
- Serve as a role model and demonstrate good judgment and ethical behavior both on and off campus.
- Always maintain appropriate confidentiality regarding Housing and Residential Life business and any information or situations which may violate a student’s privacy (FERPA). This may include incidents in which you are involved or about which you have been informed including roster information, names of residents, unlisted phone numbers, staff activities, judicial actions, crisis management plans, and police interaction.
- Ability to maintain flexibility to changing priorities including follow through and meet deadlines.
- Ability to use sound judgement.

PREFERRED SKILLS & QUALIFICATIONS

- Previous Accountability/Student conduct experience
- Previous residential life work and programming experience
- Previous work and leadership experience
- Understanding of University general education and graduation requirements

COMPENSATION
The Residential Coordinator for Student Conduct is paid $16.00 per hour. The RCSC is expected to maintain a position time commitment of 20 hours a week. When classes are not in session, the RCSC can work up to 40 hours in a week as needed by the department, not to exceed 8 hours in a day. This compensation is paid monthly through direct deposit.

IMPORTANT DATES (Tentative)

- July 13- August 3, 2020: RC position start date and training
- Monday, August 3 - 14, 2020: Resident Assistant Training
- Wednesday, August 19, 2020: New Student Move-In Day & Beach Days Kick-off
- Wednesday, August 19 – Sunday, August 23rd, 2020: Beach Days
- Monday, August 24, 2020: First Day of Classes
• **November 25 - 29, 2020:** Fall Break Duty
• **Saturday, December 19, 2020:** Fall Semester Finishes
• **Saturday, December 19, 2020:** Residence Halls Close
• **January 11-16, 2021:** RC Winter Training
• **January 18 – 23, 2021:** RA Winter Training
• **Sunday, January 24, 2021:** Residence Halls Open at 10:00am
• **Monday, January 25, 2021:** Spring Semester Starts
• **Sunday, April 4, 2021:** Residence Halls Open at 10:00am
• **Friday, May 14, 2021:** Last Day of Classes for Spring Semester
• **Saturday, May 22, 2021:** Residence Halls Close
• **May 25 – 28, 2021:** Commencements
• **Monday, May 31, 2021:** End of RC Position
• Summer employment opportunities may be available

**APPLICATION TIMELINE**

• **February 14, 2020 @ 5:00pm:** [RCSC Application Deadline](#)
• **February 21, 2020:** RCSC Interviews for SDHE candidates
• **February 24-27, 2020:** RCSC Interviews for non-SDHE candidates
• **March 13-May 1, 2020:** RCSC Offers