Summer Housing Coordinator
Residence Life Summer Staff
Summer 2016

Summer Housing Coordinator position application is now available at the University Housing Office and will be accepted until 5 p.m. on Thursday, March 31

Term of Employment: June 1, 2016 – July 17, 2016 (Specific placement will be arranged with the successful applicant)

TO APPLY: Please submit a resume to the University Housing Office by 5 p.m. on Thursday, March 31, 2016.

The office of Housing and Residential Life at California State University, Long Beach recognizes that learning takes place both in and out of the classroom. We create inclusive communities that foster student health and wellness, personal and social development, academic excellence and good citizenship. CSULB’s housing is organized into three distinctive residential colleges: Beachside, Parkside, and Hillside College. Each college consists of a residential college staff that focuses on both academic and social programming.

Position Overview

The Summer Housing Coordinator is a graduate students who reports to a full-time coordinator in Residential Life. There are up to eleven ACs assigned to one of the three residential colleges and develop community among their staffs, their residential colleges, and campus by:

- Supervising a team of undergraduate resident assistants assigned to the summer housing location
- Providing ongoing training and collaboration with campus partners
- Creating and implementing programming focused on student development
- Confronting University and Housing policy violations and adjudicating low level policy violations within their assigned residential college

The Summer Housing Coordinator works an average of 40 hours per week during the designated term of employment. On-call responsibilities including crisis and emergency response, facility maintenance, and direction and support for Resident Assistants may be part of the position. This is a live-in position. Graduate students are assigned to reside in one of the three residential colleges: Beachside, Hillside, or Parkside. Preference will be given to applicants with previous residential life and programming experience.

Tasks and Responsibilities

The Summer Housing Coordinator will serve as part of the live-in residential life staff within one Residential College.

1. Supervision and Staff training

- Supervise and evaluate undergraduate staff working in the designated area
- Facilitate weekly staff meetings to discuss individual and team progress and development
- Assist in the development and implementation of undergraduate staff training during both the summer and winter segments and monthly all-staff meetings

2. Community Development

- Maintain a safe and secure environment in the residence halls
• Determine severity of issues and take necessary corrective action including referral to other University resources. Convey University and Department policies and procedures
• Utilize skills to facilitate growth and learning within the residence halls
• Assist with development and maintenance of a residence life program that addresses the needs of our present day student population
• Establish and maintain cooperative relationships with students, staff, and faculty
• Directly supervise undergraduate staff on their programming efforts

3. Student Conduct and Advising

• Advise residents regarding emotional, behavioral, academic, and roommate concerns.
• Confront University and Housing policy violations when observed.
• Perform judicial hearings for low level policy violations within the assigned area.
• Advise co-curricular activities and student organizations by working with students on programming and special programs

4. Administration & Meetings

• In rotation with other coordinators, provide day, evening, holiday and weekend on-call responsibilities including crisis and emergency response, facility maintenance, and direction and support for undergraduate staff.
• Attend weekly Coordinator meetings
• Attend weekly one-one-one supervisor meetings
• Lead weekly staff/one-on-one meetings with supervisees
• Assist with administrative operations of the residential college including room assignments, coordinating desk coverage, resident check-in/check-out, and room changes.
• Live in an assigned apartment within University Housing
• Perform other duties as assigned

Minimum Qualifications

• Enrollment as a master’s degree seeking graduate student at CSULB for the fall 2016 semester
• Strong organization, counseling, interpersonal, and communication skills
• Strong critical and creative thinking skills
• Understanding of the development and needs of diverse student populations
• Able to work flexible hours, including evenings and weekends
• Professional, respectful attitude, and the ability to use good judgement
• Ability to work independently and with limited supervision

Preferred Qualifications

• Previous residential life work, and programming experience
• Understanding of University general education and graduation requirements

Compensation

The Summer Housing Coordinator is paid $12.60 for up to 40 hours per week during the designated term of employment. The Summer Housing Coordinator is also provided a furnished apartment within a residence hall and 19 meals per week when the dining halls are open for both the incumbent and their spouse/domestic partner. The incumbent is not allowed to enroll in classes or hold additional employment during the terms of this employment.