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 17th (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 Orientation Advising and Registration (SOAR) Coordinators are graduate students who report to the Residential Academic Coordinator in Residential Life. There are up to four SOAR coordinators and they coordinate the orientation for all incoming freshman who live in the residential halls. Their duties include but are not limited to the following:

- Attend all SOAR advisor trainings
- Plan and execute the SOAR process for all Academic and Thematic Community residents
- Attend daily orientation check-ins and preparation for afternoon advising sessions
- Participate in afternoon advising sessions and registration for all Academic and Thematic Communities, including Beachside residents
- Assist in Administrative SOAR duties such as running CS-Link reports, contacting and collaborating with academic departments, and doing daily student schedule checks

The SOAR coordinators are charged with assisting the Academic Coordinator with Summer Orientation, Registration, and Advising tasks.

The SOAR Coordinator works an average of 40 hours per week during the designated term of employment. During the summer, SOAR coordinators are unable to enroll in any courses and cannot hold another position on or off campus. 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, academic and programming experience.

Tasks and Responsibilities

The SOAR Coordinator will serve as part of the live-in residential life staff within one of the three Residential Colleges.
1. Supervision and Staff training
   - Supervise and evaluate undergraduate staff working in the designated area
   - Assist the Summer training coordinator (when necessary) 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

3. Student Conduct
   - Confront University Housing policy violations when observed
   - Perform judicial hearings for low level policy violations within the assigned area.

4. Orientation Training, Advising, & Registration
   - Co-coordinate the Summer Orientation Registration and Advising for Housing and Residential Life students
   - Attend all incoming Freshman SOAR dates and advise first-year residential life students into the correct Academic and Thematic community courses
   - Assist in formatting and developing SOAR advisor training documents
   - Oversee and coordinate the SOAR Check-in process
   - Generate Freshman SOAR reports daily
   - Generate daily reports for the Academic and Thematic along with the Beachside College community
   - Assist with the completion of College Advising Profiles (e.g., collaborating with College Advising Centers, & the University Center for Undergraduate Advising)
   - Check Academic and Thematic Community and Beachside students schedules daily via CMS; contact students if schedules need to be changed

5. 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 SOAR Coordinator meetings with supervisor
   - 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.