



Resident Assistant of Community Development: 2024 – 2025 Appointment Description

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, 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.

Resident Assistant (RA) Overview

The Resident Assistant appointment is a unique leadership opportunity for undergraduate students to meaningfully contribute to the residential experience at California State University Long Beach. Resident Assistants contribute to the mission of the department and the University by serving as responsible peer educators, community builders, administrators, and leaders for residential students. Resident Assistants work collaboratively with departmental staff to develop residents as responsible, mindful, and inclusive community members. They do this through the support of a curricular approach to learning in the residence halls. RAs implement the residential curriculum by engaging students through various educational strategies and connecting residents to campus resources. Resident Assistants (RAs) live in their communities of responsibility and report directly to a Residential Life Coordinator (RLC). To effectively perform in the Resident Assistant role, the RA must agree and adhere to the responsibilities, expectations, terms, and conditions associated with this role.

DESCRIPTION OF RESPONSIBILITIES

- Maintain a time commitment to the role, averaging approximately twenty (20) hours a week during the weeks when classes are in session. This includes, but is not limited to, spending time building positive relationships with residents, attending and actively participating in regular mandatory meetings (i.e., weekly staff meetings, bi-weekly one-on-ones with direct supervisor, meetings with co-RAs, and monthly all-staff meetings.), participating in workshops, and assisting with departmental wide initiatives. Departmental initiatives include events like Beach Days, RHA campus wide programs, University Preview Day, Hiring & Recruitment, Finals Late Night Breakfast, Crunch Lab, etc.
- Attend and actively participate in all mandatory trainings in their entirety. This includes, but is not limited to, August training (approximately 2 weeks), January training (approximately 1 week), Monthly All-Staff Trainings, on-line trainings, and other trainings that may be scheduled if the need arises.
- RAs are expected to prioritize the Resident Assistant appointment over outside commitments so that those commitments will not conflict with the responsibilities of the RA role. Resident Assistants who have unusual/time intensive academic or extracurricular commitments are required to review their situation with Housing & Residential Life prior to accepting employment as a Resident Assistant.
- Assist with the opening and closing of the residence halls during the fall semester, spring semester, and other officially scheduled university breaks. Tasks include, but are not limited to, physical room checks, work order submissions, resident check-ins and check-outs, report writing, etc.
- Assist with tasks and responsibilities that may be necessary for addressing COVID/health related procedures. These may include but are not limited to:
 - Delivering meals to students or staff in quarantine or isolation
 - Administrative tasks within assigned building if building wide or campus wide quarantine takes place.

- Working additional desk or duty shifts if traditional RA responsibilities decrease. This may be due to decreased resident occupancy, increased COVID/medical restrictions, or emergency situations.
- Assume responsibility for facilitating, conducting, and documenting structured conversations with residents in their assigned area, requiring persistence in outreach, on a regular basis as directed by their supervisor (e.g., Intentional Interactions).
- Purposely promote holistic student and community development through the implementation of the Residential Curriculum. These engagement strategies are accomplished through facilitation of inclusive active and passive programming at the direction of the department.
- Meet with the residents of each room to facilitate complete and thorough roommate agreements at the beginning of the year and whenever there is turnover in the room.
- Further personal mediation/conflict resolution skills and familiarize themselves with campus resources to assist residents in developing strategies to mediating interpersonal or intrapersonal conflict.
- Be inclusive to individuals from all protected classes and of all backgrounds (i.e., ethnic, racial, cultural, religious, sexual orientation, gender expression, ability, socioeconomic status, etc.). The RA should practice and encourage better understanding of cultural diversity and acceptance of individual differences in their communities.
- Serve as role models, demonstrate good judgment, and practice ethical behavior both on and off campus and online. RAs are expected to follow the policies that they enforce.
- Actively promote the concept of community in the halls and encourage residents to take responsibility for positive and assertive behavior within that community.
- Conduct follow-up with residents after an incident to provide resources and support or express care and concern.
- Design, develop, distribute, and post bulletin boards and door decorations for their assigned area as directed by the supervisor and department.
- Clearly and positively communicate the guidelines that residents must live within, as noted in the Housing License Agreement, Standards for Student Conduct, Community Living Guide, and the Roommate Agreement. When student behavior violates these guidelines, the RA will respond in a manner that the student is encouraged to not only take responsibility for their inappropriate behavior, but also to learn from the experience to prevent reoccurrences.
- In rotation with other RAs in the area, provide evening, weekend, holiday (i.e. Labor Day, Veteran's Day, Thanksgiving, Memorial Day, MLK Day, etc.) and break (fall break, winter break, spring break) duty responsibilities.
- Serving on duty requires completing rounds, confronting violations, addressing emergencies, and submitting on-call duty reports. RAs are required to follow the communication process to ensure the management team is informed and aware of pertinent issues. While on duty, RAs will be approachable and available to respond appropriately to crisis and emergency situations.
- Respond to area-wide emergency situations whether on duty or not, as needed, especially if they happen to be in the area at the time of the emergency. This includes assisting with fire drills, fire alarms, fire walks, power outages, etc. as directed.
- Submit well-written and timely incidents reports as described and instructed by supervisors. All incident reports should be routed through the appropriate Maxient link provided.
- Conduct room inspections and complete the corresponding administrative paperwork as directed by their supervisory staff prior to move-in, during mid-semester Health & Safety checks, and during move-out. RAs should be observant and address/report any violations, damages, or safety concerns they see in the residential community throughout the year (i.e., lounges, hallways, study rooms, suite hallways, furniture, etc.).
- Comply with all reporting and communication obligations including Clery, FERPA, Title IX, CANRA mandated reporting, etc.

- The RA role is live-in; RAs must sleep in their room assignment and be accessible within their assigned community a majority of nights and days. Time spent away from the campus should be communicated with supervisors.
- Complete additional administrative duties as assigned by their supervising Residential Life Coordinator, Assistant Residential Life Coordinator, or higher-level Housing Administrator.

APPOINTMENT REQUIREMENTS

- Must be enrolled at CSULB as a full-time student for the period of appointment. Extended studies enrollment does not fulfill this requirement. RAs must carry no less than 12 units, but not more than 18 units per semester of undergraduate work (*exceptions may be requested by RAs in their final semester of their senior year*).
- Ability to work 20 hours per week, 40 hours during specified non-academic periods
- Cannot be enrolled in more than 18 classroom hours (including labs) per semester. Due to the 40 hour per week schedule during training, RAs cannot be enrolled in classes during training periods. This includes Summer Session 3 and all Winter Session classes. This includes any institution (i.e., CSULB, community college, another university, etc.). **The RA should check with their advisor to ensure that they do not need to take any classes during this time before accepting the role**
- Must have completed two semesters of college work before the period of appointment
- Must maintain at least a 2.7 CSULB, semester, AND cumulative GPA during the duration of their appointment (*all three GPAs must be over a 2.7*). RAs placed in Honors House must maintain at least a 3.0 GPA
- Must be able to commit to this student leadership opportunity for a full academic year. The appointment period is for one full academic year (consecutive fall, winter, and spring terms, including winter and spring breaks)
- All Resident Assistants are required to live in their assigned spaces starting with fall training and continuing through spring close-down. If a student is not able to fulfill this requirement, they should not be a Resident Assistant
- Willing and able to work flexible hours, including evenings, weekends, and some holidays
- Ability to maintain flexibility to changing priorities including follow through and meet deadlines
- Strong critical thinking, problem-solving, and creative thinking skills
- 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 lift, move, and transport equipment or supplies weighing ~25 lbs. to event and programming locations, residential spaces, and offices on campus
- 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
- Appointed RAs who violate the Resident Handbook, Student Code of Conduct, or the HRL License Agreement can be terminated at any time at the discretion of University Housing
- Selected candidates must return to campus prior to the official opening of both the fall and spring terms and must remain after the official closing of both the fall and spring terms as specified in the Terms and Conditions
- Serve as a role model and demonstrate good judgment and ethical behavior both on and off campus
- Ability to use sound judgement
- Ability to consistently report to work on time prepared to perform the duties of the appointment
- Must successfully pass a LiveScan Background check if required
- Preference given to those who have lived in CSULB Housing for at least one semester, or on campus at any institution for at least one semester.

IN-KIND COMPENSATION

- 1 standard single room. Please note that the University does not assume liability for any personal or property damages and therefore highly recommends that while living on campus, you obtain personal insurance such as a renter's policy.
- 210 Meal Block Plan for use in the Residential Dining Halls per semester. Meals will not be provided during graduation week and during holidays when the dining hall is closed.
- The total compensation is valued at approximately **TBD** ('23-'24 it was valued at \$15,376). **All applicants should discuss the impacts of this with financial aid prior to accepting the appointment.**
 - NOTE: Parking is NOT a part of the compensation package.

***TENTATIVE* IMPORTANT DATES AND EVENTS**

- **Monday, August 5 – Tuesday, August 6, 2024:** RAs can begin to move in (Time TBD)
- **Tuesday, August 6, 2024:** Training for RAs who are also DAs
- **Wednesday, August 7 – Wednesday, August 21, 2024:** Resident Assistant Training & Building Preparation
- **Thursday, August 22 – Sunday, August 25, 2024:** Move in Days and Beach Days
- **Sunday, May 19, 2025:** RAs not working commencement week released
- **Friday, May 24, 2025:** Residence Halls Close for all students at 11am
- **Sunday, May 26, 2025:** RAs working commencement week released

RAs should plan to be present and available in housing during these dates as work commitments will be required most hours of the day. RAs should not plan to take time off or be away (i.e., vacations/family events, go to concerts/events, etc.) from campus during the dates listed above.

A full list of dates, including Fall/Winter/Spring break release, Winter Training, etc. will be sent with job offer and is subject to change.