

## **2026-2027 Facilities Student Assistant: Appointment Description**

### **HOUSING AND RESIDENTIAL LIFE OVERVIEW**

#### **Department of Housing and Residential Life Mission**

Student Housing at California State University, Long Beach 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.

#### **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.

#### **Facilities Student Assistant Overview**

Under the general supervision of the Associate Directors and Director of Facilities, the Facilities Student Assistant (FSA) will perform a variety of tasks including, but not limited to, supporting the facilities team with checking spaces, data entry and analysis, maintaining spreadsheets, assisting with residential life projects, giving tours, and other duties as deemed necessary.

The FSA will work collaboratively with departmental staff to further the department's goals and mission. To effectively perform in the role, the student assistant must agree to and adhere to the responsibilities, expectations, terms, and conditions associated with this appointment.

The position begins in the summer and continues through the academic year as long as performance expectations are met. From July 1 to August 17, 2026, and January 4-16, 2027, the position may work for up to 40 hours per week. Daily shifts will typically be somewhere between 7:00am–4:00pm, though the schedule may occasionally shift later, particularly in July, August, January, and May. Schedule changes will be communicated as far in advance as possible.

#### **Compensation and Hours**

The FSA works no more than twenty (20) hours per week at \$16.90 per hour during the academic year. FSAs may work up to forty (40) hours per week during summer and approved break periods, provided they are not enrolled in classes during that time.

#### **Scope of Work**

FSA duties are student assistant level and supervised. The FSA supports professional staff by gathering information, performing data entry, and assisting with routine, well-defined tasks. The FSA does not independently inspect, assess, or make determinations regarding facilities' conditions, work order priority, or resource allocation; these determinations are made by professional staff, with the FSA providing supporting information as directed.

### **DESCRIPTION OF RESPONSIBILITIES**

- Track room readiness completion and inspect and evaluate room conditions
- Provide access to vendors and campus partners as directed
- Perform data entry and analysis
- Assist with FMX and work order management
- Assist with furniture condition reports
- Submit work orders

- Maintain spreadsheets
- Manage inventory and organize spaces, supplies, and equipment
- Add and replace QR code stickers
- Assist with communication efforts regarding facilities or custodial concerns, both internally and externally
- Assist with minor facilities projects and support the professional staff
- Assist other campus partners with projects or initiatives requiring student feedback
- Meet regularly with supervisors and leads
- Demonstrate good judgment and ethical behavior on and off campus and in online spaces
- Attend and actively participate in all mandatory training and meetings in full
- Provide input on student staff training and resident-focused initiatives
- Communicate promptly with supervisors
- Complete additional administrative duties as assigned by Student Housing professional staff
- Other duties as assigned

The intent is to renew this position each year based on performance, departmental need, available funding, and positive academic/disciplinary standing.

## **QUALIFICATIONS**

### **Minimum Qualifications**

1. Must be in good standing with Student Housing and the University when appointed and for the duration of the employment period.
2. Must maintain at least a 2.0 semester GPA, cumulative GPA, and CSULB GPA (all three) while employed.
3. Must be enrolled in at least six (6) units each semester at CSU, Long Beach while employed. Enrollment in summer classes is not required, but students must be enrolled in Fall 2026 classes (unless the student is a graduating senior from the spring semester).
4. Must be a current residential student living on campus or within 10 minutes of campus.
5. Must sign a summer license agreement and live on campus for the duration of the summer appointment.
6. Must successfully pass a background check and conduct check.

### **Required Qualifications**

1. Ability to work in a diverse environment with college students, parents, and guardians.
2. Ability to consistently and punctually report to work prepared to perform assigned duties. Remote work is not permitted.
3. Self-motivated and able to work independently with minimal supervision.
4. Excellent communication, administrative, organizational, and customer service skills.
5. Ability to respond to safety and emergency situations.
6. Ability to maintain confidentiality and be trusted with security access.
7. Proficient use of basic computer applications.
8. Ability to work a flexible schedule, including evenings, weekends, and some holidays.
9. Ability to maintain flexibility with changing priorities, follow through on tasks, and meet deadlines.
10. Strong critical thinking, problem-solving, and interpersonal skills.
11. Ability to work collaboratively as part of a team.
12. Excellent written and oral communication skills in grammatically correct English, both one-on-one and in group settings.
13. Ability to walk extensively throughout the day, climb stairs, and lift, move, and transport equipment or supplies weighing approximately 25 lbs. to various residential spaces and offices on campus.

14. Demonstrated positive regard for Student Housing, the Division of Student Affairs, and CSULB and a commitment to supporting their goals and objectives.
15. Able to work up to 20 hours per week during the academic year and up to 40 hours per week during the summer and winter break.
16. Note: Resident Assistants are ineligible due to conflicting hours and schedules

**Preferred Qualifications**

1. Have a driver's license
2. Experience living on campus for at least 1 semester
3. Ability to work before the start of the semester and during break periods (Fall Break, Winter Break, Spring Break, week post-graduation)

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Student Signature Date

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Associate Director of Facilities or Custodial Operations Signature Date

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Director of Facilities Signature Date

## **Facilities Student Assistant: 2026-2027 Terms & Conditions**

### **IMPORTANT DATES AND EVENTS**

<b>DATES</b>	<b>EVENT</b>
Prior to starting position	Complete background check, payroll, and hiring paperwork
Position begins	Negotiable – the start date will be determined by how long the hiring paperwork takes (i.e., background check, payroll, etc.)
August 20 & 21, 2026	Move-in Days
August 22 & 23, 2026	Beach Days
December 16-22, 2026 & January 4-20, 2027	Winter Break Projects
May 24, 2027	Position ends

### **TERMS, CONDITIONS & RESPONSIBILITIES**

#### **Student Assistant Terms**

1. The undersigned student agrees to accept a temporary appointment as a Facilities Student Assistant (FSA) at California State University, Long Beach, beginning July 2026 and ending on May 24, 2027, subject to the terms and conditions contained herein. The use of housing facilities is subject to the regulations contained in Title 5 of the California Code of Regulations.
2. The FSA must maintain at least a 2.0 semester GPA, cumulative GPA, and CSULB GPA (all three).
3. The FSA may work up to 40 hours per week from July 1 to August 17, 2026. During the academic year, the FSA should work approximately 20 hours per week.
4. The work schedule will be agreed upon by the FSA and their supervisors.

#### **Student Assistant Conditions**

1. The FSA position is a summer commitment. The FSA position is at-will and appointments may be rescinded at any time for failure to successfully complete ongoing training requirements, failure to adequately perform position responsibilities, failure to support and remain in continuous compliance with CSULB or Student Housing policy and/or applicable law, as a result of being placed on academic or disciplinary probation by the University, or due to a decrease in residence hall occupancy requiring hall closings or staff reductions. The position may be rescinded at any time for unsatisfactory performance or conduct concerns prior to the start of the position. All appointment action items are addressed through the staff accountability process.
2. Student Assistants are not authorized to represent or disseminate the views or policies of CSULB Student Housing without prior approval. This includes engaging in any activity or conduct in which a reasonable person would assume the FSA is authorized to represent CSULB Student Housing, including but not limited to social media participation, blogging, or speaking with media outlets. While the FSA is free to express personal opinions, they must take reasonable steps to make clear that any

such expression is their personal opinion and not a representation of CSULB Student Housing, including through a prefatory statement or disclaimer.

3. Student Assistants must successfully complete all training requirements.
4. Student Assistants will encourage understanding and acceptance and promote inclusive communities. The FSA will actively work to reduce harm, bias, discrimination, bullying, abuse, and other forms of hostility in their community by governing their own language and behavior and by reporting concerns of this nature to supervisors. FSAs engaging in harmful behaviors of this nature will be removed from the position.
5. All Student Assistants must follow and enforce the Standards of Student Conduct and Community Living Guide policies and procedures. FSAs cannot be on student conduct disciplinary probation or under a more severe disciplinary sanction while employed. Student Housing reserves the right to check the student conduct records of the FSA throughout the duration of employment. Violating University or residence hall policy may result in removal from the position.
6. Student Assistants are representatives of CSULB and Student Housing on campus, off campus, and in online communities (e.g., Instagram, X, Snapchat, etc.). Choices made by FSAs affect their ability to be respected and to fulfill their responsibilities. A violation of any of these policies can result in removal from the FSA position and from their current housing assignment.
7. Release from the Student Assistant position may result if the following expectations regarding alcohol and drugs are violated:

All student staff:

- FSAs will not consume alcohol while performing work responsibilities.
- FSAs will not possess or use false identification.
- FSAs will not purchase or supply alcohol for persons under 21 or provide space for its consumption.
- FSAs will not accompany or consume alcohol with underage staff members or students on or off campus.
- FSAs will not possess, use, or be in the presence of others using illegal drugs.

Underage student staff (under 21):

- FSAs will not possess, consume, or distribute alcohol per state law.
- FSAs will not possess, consume, or distribute cannabis per state law.

Student staff over 21:

- FSAs will not possess, consume, or distribute cannabis or cannabis products on university property per federal law, as CSULB is subject to the Drug Free Schools and Communities Act.
  - FSAs will exercise responsible drinking if they choose to drink.
  - FSAs will not consume alcohol in public locations; consumption is permitted only in their own room or in the room of someone over 21. Bottles and cans must be stored out of sight.
8. Student Assistants are expected to facilitate a positive and inclusive environment:
    - FSAs will not participate in any dialogue that could be interpreted as threatening, demeaning, or disrespectful toward residents, other staff members, campus partners, or Student Housing leadership.
    - FSAs will not engage in gossip concerning residents or housing staff and will be thoughtful about the time, place, and manner of their conversations.
    - FSAs will maintain a positive and respectful working relationship with their supervisor.
    - FSAs will keep their supervisor informed of relevant issues in a timely manner, provide feedback appropriately, and receive feedback professionally.
    - FSAs will address concerns directly with fellow staff members and their supervisor rather than engaging in indirect communication, in order to promote resolution among the parties involved.
    - FSAs will not participate in any behavior that could be construed as undermining the group dynamics of the hall staff or Student Housing leadership.
    - FSAs will engage collaboratively with fellow staff, campus partners, and supervisors to resolve interpersonal conflicts.

## **STUDENT ASSISTANT RESPONSIBILITIES**

Responsibilities for the FSA positions include the following areas: *Administration and Operations*; and *Behavioral Expectations and Professional Conduct*.

### **Administration and Operations**

1. The FSA is required to respond to work-related emails and Teams messages in a timely manner.
2. The FSA will be good stewards of departmental and university resources and supplies and will use them appropriately. Although FSAs have access to various supplies and resources (e.g., printers, etc.), they are only permitted to use items that they have been expressly given permission to utilize as a function of their appointment. If the FSA is unsure if they have or need permission, they should ask their supervisor for clarification.
3. The FSA will be responsible for filling out their monthly timesheet accurately and in a timely manner to ensure their compensation.
4. The FSA will complete additional administrative duties as assigned.

### **Behavioral Expectations and Appropriate Conduct**

1. In order to execute exceptional customer service, the FSA will follow expectations set by their supervisor, including, but not limited to the following:
  - Being on time for assigned shifts
  - Dressing and grooming appropriately for a work environment as defined during training
  - Not sleeping on the job
  - Using master key access and keys only as instructed, not using keys for personal use, keeping keys safe and secure
  - Not using computer at work to view offensive or vulgar content
  - Avoiding repeated procedural mistakes
2. The FSA will demonstrate good judgment and ethical behavior both on and off campus. This includes expectations outlined above and applies to the entire period of appointment, including when the halls are closed.

I \_\_\_\_\_ **state that I have read the above "Facilities Student Assistant Terms & Conditions"**. Further, I state that I understand, accept, support, and will adhere to all information contained within this document as it relates to my position as a Student Assistant. I understand that this job offer is contingent on successfully meeting the GPA requirements at the end of the spring semester and remaining in good standing with the department and the university. I give Student Housing permission to request my actual GPA from Enrollment Services at any point during my employment.

I understand that I may be terminated from my FSA position for unsatisfactory performance or breach of contract/agreement.

In the event of termination from the FSA position, I understand that:

1. I have the right to appeal the termination decision by submitting a written appeal to the Executive Director of Facilities or their designee.

2. Written appeals must be received within three (3) business days from the date of termination. No other form of appeal will be accepted.

I understand that all decisions regarding appeals and subsequent housing arrangements are at the discretion of Student Housing Leadership.

If, after accepting this position, I elect not to assume my duties or find that I am not able to perform the duties, it is my responsibility to immediately notify my supervisor, in writing, that I am resigning from my Facilities Student Assistant position.

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Student Signature

Date

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Associate Director of Facilities Signature

Date

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Director of Facilities Signature

Date