

Assistant Residential Life Coordinator (ARLC) Position Description: 2023-2024

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 more 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.

Assistant Residential Life Coordinators (ARLCs) Overview

Assistant Residential Life Coordinators (ARLCs) are graduate students who report to full-time staff in Residential Life (Residential Life Coordinators or Assistant Directors) and together work to create inclusive communities to fulfill our departmental mission. There are seven (7) ARLCs who are assigned to one of the three residential villages to develop community among their staff, the village, and campus. ARLCs are required to live in an assigned apartment within University Housing and serve in the on-call rotation. To effectively perform the Assistant Residential Life Coordinator position, the ARLC must agree and adhere to the responsibilities, terms, and conditions associated with these roles.

Please be aware that the ARLC will assist the department with COVID-19 protocols which may include, but are not limited to, contactless delivery of meals and care packages to isolation/quarantine students and staff. The ARLC must also comply with all Housing & Residential Life and CSULB immunization requirements before the start of training.

DESCRIPTION OF RESPONSIBILITIES

- Maintain approximately 15 weekly scheduled community office hours/daytime on-call over the course of each of the five business days of the week, during the hours of 8am-5pm. This time will be used for meetings, administrative tasks, community development, etc. The remaining 5 hours will be flexible to accommodate program shopping, after hour events, and other evening and weekend responsibilities.
 - Because of the nature of working in Housing and Residential Life, there are times that are busier and require more of a time commitment than others depending on the season (i.e., opening, closing, staff evaluations, staff selection, etc.). It is important for Assistant Residential Life Coordinators to be **very** organized and have strong time management.
- Assist with the leadership and supervision of the Resident Assistant and Desk Assistant team. Hold bi-weekly 30-minute one-on-one meetings with five (5) to six (6) RAs under the guidance and supervision of a Residential Life Coordinator.
- Create an open, welcoming, and inclusive residential community where all students can learn and be engaged.
- Assist with the department's residential curriculum to implement educational strategies (e.g., workshops, field trips, passive programming, trainings, etc.)
- Assist with the development and leadership of thematic community initiatives if assigned to a building with a Thematic Community (e.g., Black & Pan-African Scholars, International House, LGBTQIA House, Honors House, International House, Transfer Community, etc.).
- Advise or co-advise the Community Government in the assigned area. ARLCs in Beachside, Hillside East/West, and Parkside Central/South will co-advise the CG in their areas because they each also have a thematic community to support. Parkside North will advise their CG alone because they do not have a thematic community.
- Assist with the coordination of administrative tasks including, but not limited to roommate agreements, community meetings, the Residential Curriculum, staff training and development, purchasing program supplies, assisting with tracking attendance, etc., as assigned or needed.
- Meet regularly with Residential Life Coordinator and attend staff meetings as needed, including keeping RLC apprised of issues of concern (e.g., identify students in need of support, assist with coordinating referrals, etc.).
- Serve as a residential conduct hearing officer.
- In rotation with other ARLCs, provide day, evening, holiday, weekend, and break duty responsibilities including assisting with coordination of crisis and emergency response, facility maintenance, support for undergraduate staff.
- Help manage the on-campus resident population in the event of weather emergencies, natural disasters, medical emergencies, high profile events, etc. by performing other duties as assigned
- Assist in the development and presentation of training materials for undergraduate staff, residents, and campus partners, as assigned.
- Work with the appropriate staff to follow-up with students who violate building safety inspections and vandalism to ensure compliance and proper protocol is followed.

- Be good stewards of departmental and university resources and supplies and will use them appropriately.
- Assist the department with move-in, Beach Days, check-out, end of the year closing, and other department-wide initiatives.
- Assistant Residential Life Coordinators may serve on a departmental committee (i.e., Training, Selection, Recognition, etc.) based on interest and operational need
- 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 Assistant Residential Life Coordinators live where they work, and staff/students are always looking to them and their actions for guidance.
- 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.
- Arrive promptly for scheduled meetings and events and complete all assigned responsibilities and expectations.
- Be flexible and adaptable; complete other duties as assigned.

MINIMUM QUALIFICATIONS

- Must have completed bachelor's degree by the 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.
- Ability to work 20 hours per week during the academic year and up to 40 hours during approved non-class time.
- 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.
- Must not partake in any internship/practicum/fieldwork for the duration of the appointment. Fieldwork/practicum opportunities required for your program may be allowed **with prior approval** (preference within HRL/CSULB) - maximum 50 hours evenly spaced throughout the semester. You must disclose this intent before accepting the position.
- Possession of a valid California Driver's license and ability to operate a motor vehicle (golf cart).
- Access to regular and reliable transportation – on-call responsibilities include being able to get to and from Beachside and main campus in a timely manner to respond to emergencies (5-10 minutes). Must also be able to assist with shopping for program supplies.
- Willing and able to work flexible hours, including evenings, weekends, and some holidays throughout the academic year, including semester breaks.
- Ability to work as part of a team through close collaboration with colleagues and coordinate with others.
- Ability to climb stairs to respond to emergencies and perform room checks.
- 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.
- 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.

PREFERRED QUALIFICATIONS

- Previous residential life work and programming experience.
- Previous work and leadership experience.
- Demonstrated commitment to diversity and inclusion.
- Self-directed with excellent time management skills.
- Ability to use sound judgement, strong critical thinking, problem-solving, and creative thinking skills.
- Excellent communication skills both written and verbal.
- Ability to learn and apply new skills quickly.
- Ability to speak, lead, and present in public.
- Proficiency in using PC computers utilizing programs such as Microsoft Office Suite (e.g., PowerPoint, Outlook, Word, Teams, Excel, etc.), CANVA, etc.
- Ability to consistently report to work on time prepared to perform the duties of the position.
- Ability to maintain flexibility to changing priorities including follow through and meet deadlines.

COMPENSATION

A one-bedroom apartment/studio (layout of units varies). The structure type, location, square footage, newness, furnishings, and amenities of the apartments will vary. There is no additional compensation for the variations between spaces. Furnishings will include, at minimum, a queen bed, loveseat, table, chairs, electric stove, fridge, and microwave. University furniture must remain in the apartment. If ARLCs own their own furniture, they are responsible for finding storage off-campus if their furniture does not fit in the apartment. University-provided furniture will not be stored and cannot be removed from the apartment. All utilities are included except personal telephone charges. Laundry is available at cost within the community for units that do not have laundry. A legally recognized spouse or partner may reside in the apartment during the appointment period only after successfully completing a background check. Please note that the University does not assume liability for any personal or property damages and therefore highly recommends that while living on campus, ARLCs obtain personal insurance such as a renter's policy.

A 210 Meal Block Plan for use in the Residential Dining Halls – meals must be managed to ensure they last throughout the course of the semester. Meals will not be provided during times the dining halls are closed (e.g., breaks, holidays, graduation week, etc.).

Room and board (meals) compensation is valued at approximately \$16,154. The Assistant Residential Life Coordinator compensation package also gives the option to receive or opt out of receiving the following compensation items. Please note that if ARLCs opt out of the optional compensation items they will not be replaced with any other form of compensation.

- Residential Parking Permit for Fall & Spring Semester (Summer permits are the responsibility of the ARLC)
- Tuition Award of around \$2,655 for Fall & Spring (six credits each semester) for an approximate total of \$5,310 for the year
 - Amount based on financial aid package
 - Students receiving the State University Grant (SUG) can only have their fees covered since SUG already covers tuition
- \$16.50 per hour for a maximum of 20 hours per week for administrative work during the academic year. Assistant Residential Life Coordinators are paid for up to 40 hours per week at a rate of \$16.50 per hour for working during summer training, Beach Days, and January training.

The apartment/studio, meal plan, parking permit, and tuition are compensation for on-call requirements, after hours duties, and other responsibilities not easily quantified.

REQUIRED IMPORTANT DATES AND EVENTS (Tentative)

Friday, July 7, 2023	Move-in to G/ARLC apartments (<i>over the weekend</i>)
Tuesday, July 11, 2023	A/GRLC position start date
July 12- 31, 2023	A/GRL Training
Tuesday, August 1 - 16, 2023	Resident Assistant Training (<i>Grads are working the entirety</i>)
Thursday, August 17-19, 2023	Move in Days (<i>Thursday, Friday, Saturday</i>)
Thursday, August 17-21, 2023	Beach Days (<i>Thursday, Friday, Saturday, Sunday</i>)
Monday, September 4, 2023	Labor Day, university closed (<i>24-hour duty</i>)
Friday, September 15, 2023	All Staff Meeting – 3:30-5:30pm
Friday, October 6, 2023	All Staff Meeting – 3:30-5:30pm
November 2023	Resident Assistant Hiring & Recruitment Begins (<i>assistance is required</i>)
Friday, November 3, 2023	All Staff Meeting – 3:30-5:30pm
Friday, November 10, 2023	Veterans Day, university closed (<i>24-hour duty</i>)
Friday, November 17, 2023	RA break duty begins at 6pm
Saturday, November 18, 2023	RAs not working break are released at noon or whenever closing tasks are complete
Monday, November 20 - Friday, November 24, 2023	Fall Break - No classes; Halls do not close; Dining is closed 24-27 th ; University closed 24-25 th (<i>24-hour duty</i>)
Sunday, November 26, 2023	Service Centers resume normal hours at 10am, RAs working desk and duty must return for their shifts
Friday, December 1, 2023	All Staff Meeting – 3:30-5:30pm
Monday, December 11, 2023	Last Day of Classes for Fall Semester
Tuesday, December 12- Saturday, December 16, 2023	Final Exams
Saturday, December 16, 2023	Residence Halls Close at 11am
Saturday, December 16, 2023	Last meal served at dining hall - breakfast
Sunday, December 17, 2023	RAs not working over break are released by supervisor once all tasks are complete
Monday, December 18, 2023	Grads not working over break are released by supervisor once all tasks are complete
Monday December 25, 2023 – Monday January 1, 2024	University closed for winter break (<i>24-hour duty</i>)
Tuesday, January 2, 2024	University Reopens
Wednesday, January 3, 2024	Pro & Grad Staff Training begins
Thursday, January 11, 2024	New & Mid-Year RAs move-in for training
Friday, January 12 -16, 2024	New & Mid-year RA Training
Sunday, January 14-15, 2024	All RAs Return for Winter Training
Monday, January 15, 2024	Campus Closed for MLK Day (<i>24-hour duty</i>)
Tuesday, January 16 – 19, 2024	RA Winter Training
Sunday, January 21, 2024	Residence Halls Open at 10:00am; Dining halls open (<i>all staff working this day to help with check-ins</i>)
Friday, February 2, 2024	All Staff Meeting – 3:30-5:30pm
Friday, March 1, 2024	All Staff Meeting – 3:30-5:30pm
Friday, March 29, 2024	RA Break duty begins at 6pm
Saturday, March 30, 2024	RAs not working break are released at noon (12pm) or whenever closing tasks are complete
Saturday, March 30 – Sunday, April 7, 2024	Spring Break/Spring Break Duty
Monday, April 1, 2024	Campus closed for Cesar Chavez Day (<i>24-hour duty</i>)
Sunday, April 2, 2024	Service Centers resume normal hours at 10am, RA On-Call resumes normal schedule
Friday, April 12, 2024	All Staff Meeting – 3:30-5:30pm
Sunday, April 28, 2024	HRL Student Leader End of Year Banquet
Friday, May 3, 2024	All Staff Meeting – 3:30-5:30pm
Friday, May 10, 2024	Last Day of Classes for Spring Semester
Monday, May 13-17, 2024	Final Exams
Saturday, May 18, 2024	Residence Halls Close at 11 am for non-graduating seniors
Sunday, May 19, 2024	RAs not working commencement week released at 3pm
May 20 – 24, 2024	Commencement Ceremonies

Friday, May 24, 2024	Residence Halls Close for all students at 11am
Saturday, May 25, 2024	Seniors graduating on Friday may request to stay until 11am
Sunday, May 26, 2024	RAs working commencement week released
Friday, May 31, 2024	A/GRLC Position ends at 5pm – <i>Grads not working summer break should be moved out by Monday, June 3rd. Those returning to position but not working summer must pay rent until A/GRLC training begins in July.</i>

Scan for [Application Link](#)

ARLC APPLICATION TIMELINE

- **February 13, 2023:** Applications go live
- **February 24, 2023 @ 5:00pm:** Application Deadline
 - https://csulb.qualtrics.com/jfe/form/SV_OUPAwim7rjpepfM
- **March 13 - 17, 2023:** A/GRLC Interviews
 - **March 22 - May 19:** A/GRLC offers on a rolling basis until filled

