



## **Facilities Summer Projects Student Assistant: 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.

#### **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 Summer Special Projects Student Assistant Overview**

Under the general supervision of the Director of Facilities, the Summer Projects Student Assistant (FSPSA) 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 FSPSA 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 will begin May 19, 2025, and end August 16, 2025. From May 19 to June 30, the position will require 25.5 hours per week. From July 1 to August 16, the position will increase to 40 hours per week. Daily shifts will typically be from 6:00am-2:30pm, though the schedule may occasionally shift later, particularly in July and August. We will make every effort to communicate schedule changes well in advance. Limited vacation (1 week maximum) is permitted, but no vacation will be granted after July 28th. Vacation requests should be submitted at least two-three weeks prior to requested date

### **DESCRIPTION OF RESPONSIBILITIES**

- Tracking completion of room readiness and inspecting and evaluating condition of rooms
- Providing access to vendors and campus partners as directed
- Data entry and data analysis
- Assistance with FXM set-up and work order management
- Assistance with furniture condition reports
- Submitting work orders
- Providing timely communication with supervisors
- Maintaining spreadsheets
- Inventory and organization of spaces, supplies, and equipment
- Accurate counts for fliers/bulletin boards/bathroom stalls/evacuation fliers
- Adding QR code stickers (covering old ones)
- Calling new residents in July to address questions about moving on campus
- Providing input on student staff training and resident-focused initiatives

- Assisting other campus partners with projects or initiatives requiring student feedback
- Assisting with housing tours as needed, most often after the HRL SOAR session
- Meeting regularly with supervisors and leads
- Demonstrating good judgment and practicing ethical behavior both on and off campus and online
- Attending and actively participating in all mandatory trainings and meetings in their entirety
- Completing additional administrative duties as assigned by their supervising Residential Life Coordinator, Area Coordinator, or higher-level HRL administrator
- Other duties as assigned

## APPOINTMENT REQUIREMENTS

- Current CSULB student enrolled in Fall 2025 classes
- Must maintain at least a 2.0 semester, cumulative, **and** CSULB GPA (all three)
- May enroll in asynchronous summer classes during Summer Session 1, as long as coursework does not interfere with work schedule
  - i. **Note:** Per university policy, students enrolled in Summer Session 1 classes are limited to working a maximum of 20 hours per week
- May have another job, as long as it does not interfere with SPSPA responsibilities or schedules; if conflicts arise, the FSPSA may be asked to choose between positions
- Ability to consistently report to work on time prepared to perform the duties of the appointment — remote work is not permitted
- Ability to walk extensively throughout the day, climb stairs, lift, move, and transport equipment or supplies weighing approximately 25 lbs. to various residential spaces and offices on campus
- Willing and able to work flexible hours, including evenings, weekends, and some holidays
- Ability to maintain flexibility with changing priorities including follow-through and meeting deadlines
- Strong critical thinking, problem-solving, creative thinking, and people skills
- Ability to work as part of a team through close collaboration with colleagues and coordination with others
- Excellent written and oral communication skills to communicate using grammatically correct English effectively on a one-to-one basis, over the telephone, or in a group setting to obtain information
- 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
- Must sign a summer license agreement and live on campus for the duration of the summer appointment
- Must successfully pass a conduct check

## IN-KIND COMPENSATION & PAYMENT

- 1 standard room
  - i. 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.
  - ii. Cohabitation is not permitted — guests cannot stay overnight more than 2 nights a month
- Summer Meal Plan for use in the Residential Dining Halls
  - i. Meals and meal compensation will not be provided when the dining hall is closed.
- **Compensation Structure:**
  - i. May 19 - June 30, 2025: 25.5 hours per week required to cover room and board compensation (valued at \$2,532/week)

- **Students enrolled in Summer Session 1 classes will be limited to 20 hours per week and will need to pay the difference for room and board**
- ii. July 1 - August 16, 2025: 40 hours per week schedule
  - 25.5 hours will continue to cover room and board compensation
  - Additional 14.5 hours paid at \$16.50/hour

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Student Signature

Date

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Director of Facilities Signature

Date

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Director of Residential Life Signature

Date

## **Facilities Summer Projects Student Assistant: 2025 Terms & Conditions**

### **IMPORTANT DATES AND EVENTS**

<b>DATES</b>	<b>EVENT</b>
Week of May 12, 2025	Complete payroll and hiring paperwork
Monday, May 19, 2025	Position Begins (25.5 hours/week) as long as hiring paperwork is complete
Monday, May 26, 2025	Memorial Day — Campus closed
Monday, July 1, 2025	Schedule changes to 40 hours/week
Friday, July 4, 2025	Independence Day — Campus closed
Friday, August 15, 2025	Position ends
Saturday, August 16, 2025	Move out of halls or move to fall assignment if living on campus

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

#### **STUDENT ASSISTANT TERMS**

1. The undersigned student agrees to accept a temporary appointment as a Summer Projects Student Assistant (FSPSA) at California State University, Long Beach beginning May 19, 2025, and ending on August 16, 2025, 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.
  - a. The FSPSA may enroll in asynchronous classes during Summer Session 1, provided that coursework does not interfere with work schedule or responsibilities. Per university policy,

students enrolled in summer classes are limited to working a maximum of 20 hours per week and will need to pay the difference for room and board.

- b. The FSPSA must maintain at least a 2.0 semester, cumulative, and CSULB GPA (all three).
- c. The FSPSA will work 25.5 hours per week from May 19 to June 30, 2025, and 40 hours per week from July 1 to August 16, 2025.
- d. The FSPSA may have another job, provided it does not conflict with FSPSA work schedules or responsibilities. If conflicts arise, the FSPSA may be required to choose between positions.
- e. The typical work schedule will be 6:00am-2:30pm, though schedules may occasionally shift to later hours, particularly in July and August. Management will strive to provide advance notice of schedule changes.

## **STUDENT ASSISTANT CONDITIONS**

1. The FSPSA position is a summer commitment. The FSPSA position is at-will and appointments may be rescinded at any time for failure to successfully complete on-going training requirements, to adequately perform position responsibilities, to support and be in continuous compliance with CSULB or HRL policy, and/or the law, as a result of being placed on either academic or disciplinary probation by the University, or a decrease in residence hall occupancy that requires hall closings and/or staff reductions or relocations. The FSPSA understands and agrees that their summer housing assignment to a particular building is not guaranteed and will accept placement in any hall that's needed. A Residential Life professional staff member may rescind appointments to the FSPSA position at any time for unsatisfactory performance in the position 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 views or policies of CSULB HRL to anyone without prior approval. This includes engaging in activity or conduct in a manner such that a reasonable person would assume that the FSPSA was authorized to represent CSULB HRL, including, but not limited to, social media participation, blogging, or speaking with/responding to inquiries from media outlets, including campus media. While the FSPSA is free to express their personal opinion, they must take reasonable steps to ensure that the expression is recognized by potential recipients as their personal opinion and not a representation of CSULB HRL. Reasonable steps include, but are not limited to, a prefatory statement or disclaimer that the FSPSA is not authorized to represent CSULB HRL and that any statements made are solely the FSPSA's personal opinion and not a representation of CSULB HRL.
3. Student Assistants must successfully complete all training requirements.
4. Student Assistants will encourage understanding and acceptance and promote inclusive communities. The FSPSA will actively work to reduce harm, bias, discrimination, bullying, abuse, and other forms of toxicity/hostility in their community and staff by governing their own language (e.g., derogatory remarks, hate speech, etc.) and behavior and by reporting concerns of this nature to supervisors. FSPSAs engaging in any of the harmful aforementioned behaviors 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. FSPSAs cannot be on student conduct disciplinary probation or a more severe disciplinary sanction at the university while employed. HRL reserves the right to check the student conduct records of the FSPSA through 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 HRL on-campus, off-campus, and in online communities (e.g., *Facebook, Instagram, X, Snapchat, etc.*). Choices made by FSPSAs affect their ability to be respected and to fulfill their FSPSA responsibilities. A violation of any one of these policies can and will result in removal from the FSPSA position and from their current housing assignment.
7. Release from the Student Assistant position could result if the following expectations regarding alcohol and drugs are violated:
  - a. All student staff in regard to Alcohol and Drugs:
    - i. FSPSAs will not consume alcohol while performing work responsibilities.
    - ii. FSPSAs will not possess/use/produce false identification.
    - iii. FSPSAs will not purchase or supply alcohol for persons under 21 or provide space for consumption.
    - iv. FSPSAs will not accompany or consume alcohol with underage staff members or students on or off campus.
    - v. FSPSAs will not possess/use/be in the presence of others using illegal drugs.
  - b. Underage student staff (under 21):
    - i. FSPSAs will not possess/consume/distribute alcohol per state law.
    - ii. FSPSAs will not possess/consume/distribute cannabis per state law.
  - c. Student staff over 21:
    - i. FSPSAs will not possess/consume/distribute cannabis or cannabis products on university property per federal law as CSULB is federally funded by the Drug Free Schools and Communities Act.
    - ii. FSPSAs will exercise responsible drinking if they choose to drink.
    - iii. FSPSAs will not consume alcohol in public locations – it is only permitted in their room or in the room of someone over 21. Bottles/cans must be stored out of sight.
8. Student Assistants are expected to facilitate a positive and inclusive environment:
  - a. FSPSAs will not participate in any dialogue that could be interpreted as threatening, demeaning or disrespectful towards residents, another staff member, campus partners, or Housing & Residential Life.
  - b. FSPSAs will not participate in any form of gossip concerning residents and/or housing staff with hall residents, other staff, campus partners, or supervisors and will consider the time, place, and the manner in which they engage in conversations.
  - c. FSPSAs will maintain a positive working relationship with their supervisor, showing respect for them as a supervisor and as a person.
  - d. FSPSAs will keep their supervisor informed of relevant issues in a timely manner, provide feedback appropriately, and accept feedback in a professional manner.
  - e. FSPSAs will communicate directly with fellow staff members and their supervisor in any situation where they feel they are not being heard. This will limit gossip and provide an opportunity for the issue to be resolved by the parties involved.
  - f. FSPSAs will not participate in any behavior that may be construed as undermining to the group dynamics of the hall staff or the HRL leadership.
  - g. FSPSAs will engage collaboratively with their fellow staff members, campus partners, and supervisors to resolve interpersonal conflicts.

### **STUDENT ASSISTANT RESPONSIBILITIES**

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

### ***Administration and Operations***

1. The FSPSA is required to respond to work-related emails and Teams messages in a timely manner.
2. The FSPSA will be good stewards of departmental and university resources and supplies and will use them appropriately. Although FSPSAs 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 FSPSA is unsure if they have or need permission, they should ask their supervisor for clarification.
3. The FSPSA will be responsible for filling out their monthly timesheet accurately and in a timely manner to ensure their compensation.
4. The FSPSA will complete additional administrative duties as assigned.

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

1. In order to execute exceptional customer service, the FSPSA will follow expectations set by their supervisor, including, but not limited to the following:
  - Being on time for assigned shifts
  - Dressing appropriately for a work environment as defined during training
  - Not sleeping on the job
  - Not tampering with mail or packages
  - 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 FSPSA 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 "Summer Projects Student Assistant Terms & Conditions 2025." 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.

As stated, I understand that I may be terminated from my FSPSA position for unsatisfactory performance or breach of contract/agreement.

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

1. I have the right to appeal the termination decision by submitting a written appeal to the Executive Director of Housing & Residential Life 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.
3. If my position is terminated, I will have the following housing options:
  - Move out of campus housing with no cancellation fee, OR

- Apply to continue living on campus as a regular resident (subject to space availability and payment of standard housing fees), unless my termination terms specifically restrict me from campus housing.

I understand that all decisions regarding appeals and subsequent housing arrangements are at the discretion of Housing & Residential Life 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 Summer Projects Student Assistant position.

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Student Signature

Date

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Director of Facilities Signature

Date

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Director of Residential Life Signature

Date