



## Graduate Res Life Assistant Appointment Description: 2022-2023

### OVERVIEW HOUSING AND RESIDENTIAL LIFE

#### 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.

#### Graduate Res Life Assistant Overview

The Graduate Res Life Assistant primarily works in the Housing & Residential Life office and maintains 20 hours a week assisting with administrative tasks, student conduct, educational programming, and other projects. This position will receive in-kind compensation of a studio or one-bedroom staff apartment. The Graduate Res Life Assistant must agree and adhere to the responsibilities, terms, and conditions associated with this role.

Please be aware that the GRLA will assist the department with COVID-19 protocols which include but are not limited to contactless delivery of meals and care packages to isolation/quarantine students and staff. The Graduate Res Life Assistant must also comply with all Housing & Residential Life and CSULB immunization requirements before the start of Fall 2022 training.

### DUTIES & RESPONSIBILITIES

- Maintain weekly scheduled community office hours. These hours must be conducted over the course of each of the five business days of the week, during the hours of 8am-6pm, unless academic commitments conflict. The grad will work with the Res Life leadership team to determine agreed upon office hours. The grad should flex their office hours to offset any weekend/evening commitments that might arise.
- Assist with the department's residential curriculum to implement educational strategies that cultivate communities focused on student academic and personal success events (i.e., events, workshops, field trips, passive programming, trainings, etc.)
- Assist with the coordination of administrative tasks including, but not limited to move-in, move-out, Beach Days, roommate agreements, community meetings, the Residential Curriculum, staff training and development, purchasing program supplies, other department-wide initiatives, etc.
- Assist/serve on departmental committees as needed
- Assist with departmental assessment and evaluation efforts
- Work with and create forms and templates within various databases, including StarRez, Maxient, Roompack, etc.
- Serve as a conduct hearing officer and assist with the development and implementation of student conduct education
- Assist the Assistant Director of Student Conduct in the day-to-day management of conduct cases
- Assist in the updating of departmental documents, policies and protocols related to student conduct, resident behavior, fire safety, and health & safety protocols
- Meet weekly or bi-weekly with Assistant Director and attend staff meetings as needed
- Provide quality customer service to internal and external department and University stakeholders
- Assist with the management of on-campus resident population in the event of weather emergencies, natural disasters, medical emergencies, high profile events, etc. by performing other duties as assigned
- Notify department leadership staff and, when necessary, the University Police, of any emergency situation, potential hazardous situation or to request personal assistance as needed.
- Arrive promptly for scheduled meetings and events and complete all assigned responsibilities and expectations.
- Be inclusive to individuals from all protected classes and of all backgrounds (i.e., ethnic, racial, cultural, religious, sexual orientation, gender expression, etc.), and encourage better understanding of cultural diversity and individual differences in their communities and 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.
- Be good stewards of departmental and university resources and supplies and will use them appropriately.
- Establish a positive working relationship with departmental and university staff and stakeholders
- Serve as a role model and demonstrate good judgment and ethical behavior both on and off campus.

- Use proper e-mail, mailbox, calendar, and voicemail management and response
  - Use provided staff (-sa@csulb.edu) email as primary means of electronic communication for position related emails. Check emails every business day and mailbox every day in the office.
- Be flexible and adaptable; complete additional duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Must have completed bachelor's degree by 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
- Must be approved to work in the United States
- 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.
- 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.
- Ability to work 20 hours per week
- Willing and able to work flexible hours, including evenings, weekends, and some holidays throughout the academic year, including semester breaks
- Possession of a valid California Driver's license and ability to operate a motor vehicle (golf cart)
- Access to regular and reliable transportation – Programming responsibilities include being able to get to and from Beachside & main campus
- 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.

#### **PREFERED QUALIFICATIONS**

- Previous residential life work and programming experience
- Previous work and leadership experience
- Demonstrated commitment to diversity and inclusion
- 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.
- Customer service experience
- Ability to use sound judgement, 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.
- Ability to learn and apply new skills quickly
- Ability to speak, lead, and professionally present in public. Experience giving presentations in a variety of frameworks and content areas.
- Self-directed with excellent time management skills
- Proficiency in using PC computers utilizing programs such as Microsoft Office Suite (e.g., PowerPoint, Outlook, Word, Teams, Excel, 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**

There is no monetary compensation for this position, but rather an in-kind compensation of an on-campus furnished studio or one-bedroom apartment.

Furnishings will include, at minimum, a queen bed, loveseat, table, chairs, electric stove, fridge, and microwave. University furniture must remain in the apartment. If the grad owns 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 will not be removed from the apartment. All utilities are included except personal telephone charges. Laundry is available at cost within the community. A legally recognized spouse or partner may reside in the staff apartment during 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, the GRLA obtain personal insurance such as a renter's policy. Failure to consistently work the 20 hours needed will result in removal from the appointment and vacating the staff apartment.

#### **IMPORTANT DATES AND EVENTS (Tentative)**

Tuesday, July 8-July 18, 2022	The start date for the Graduate Res Life Assistant (GRLA) position is negotiable between these dates based on applicant experience and departmental need
July 12- August 1, 2022	Attend select portions of A/GRL Training
July 25- August1, 2022	RHA Training and Event Planning
Monday, August 1, 2022	RAs must be moved in and settled by 5pm. Staff dinner/welcome
Tuesday, August 2 - 16, 2022	Resident Assistant Training
Wed., Thurs., Friday – August 17-19	Move in Days
Thursday, August 18 – Saturday, 20, 2022	Beach Days
Monday, August 22, 2022	First Day of Classes
Monday, September 5, 2022	Labor Day, university closed
November 2022	Resident Assistant Hiring & Recruitment begins
Friday, November 11, 2022	Veterans Day (campus closed)
Monday, November 21 - Friday, November 25, 2022	Fall Break - No classes; Halls do not close; Dining is closed 24-27th
Friday, December 9, 2022	Last Day of Classes for Fall Semester
Monday, December 12- Saturday, December 16, 2022	Final Exams
Friday, December 16, 2022	Fall Semester Ends
Saturday, December 17, 2022:	Residence Halls Close at 11am
Saturday, December 17, 2022:	Last meal served at dining hall - breakfast
Wednesday, December 21, 2022	Graduate Res Life Assistant (GRLA) released for winter break
Tuesday, January 3, 2023	University Reopens, Graduate Res Life Assistant (GRLA) Returns to work
Wednesday, January 4, 2023	Pro-staff & A/GRLC Staff Training begins
Tuesday, January 10, 2023	New & Mid-Year RAs move-in for training
Wednesday, January 11, 2023	New & Mid-year RA Training
Wednesday, January 11, 2023	All RAs Return for Winter Training
January 10 – 18, 2023	RA Winter Training & Spring Move-In
Monday, January 16, 2023	Campus Closed for MLK Day
Thursday, January 19, 2023:	First Day of Classes
Saturday, March 25 – April 2, 2023	Spring Break
Friday, March 31, 2023	Campus closed for Cesar Chavez Day
Sunday, April 30, 2023	HRL Student Leader End of Year Banquet
Monday, May 1, 2023	Priority Deadline for Housing Application
Friday, May 5, 2023	Last Day of Classes for Spring Semester
May 8-13, 2023	Final Exams
Saturday, May 13, 2023	Residence Halls Close at 11 am, Last meal served at ?
Monday, May 15, 2023	RAs not working commencement week released at 3pm
May 15 – 19, 2023	Commencement Ceremonies
Friday, May 19, 2023	Residence Halls Close for all students at 11am
Saturday, May 20, 2023:	Seniors graduating on Friday may request to stay until 11am
Sunday, May 21, 2023	RAs working commencement week released
Wednesday, May 31, 2023	End of GRLA Position
Friday, June 2, 2023	GRLA must vacate staff apartment

In addition, the Graduate Res Life Assistant will reserve the following Fridays from 3:30 - 5:30pm for All-Staff meetings. The Graduate Res Life Assistant may help with the planning and facilitation of these meetings which are for continued staff training and development, presentations from campus partners, and staff socialization and connection.

- **Friday, September 9, 2022**
- **Friday, October 7, 2022**
- **Friday, November 4, 2022**
- **Friday, December 2, 2022**
- **Friday, February 3, 2023**
- **Friday, March 3, 2023**
- **Friday, April 7, 2023**
- **Sunday, April 30, 2023– End of Year Banquet Friday, May 5, 2023**

Scan for [Application Link](#)



**APPLICATION TIMELINE**

- **February 8, 2022:** Application goes live
- **February 25, 2022 @ 5:00pm:** Application Deadline
  - [https://csulb.qualtrics.com/jfe/form/SV\\_efGHhbGV31CmhkW](https://csulb.qualtrics.com/jfe/form/SV_efGHhbGV31CmhkW)
- **March 24 & 25, 2022:** Graduate Res Life Assistant Interviews begin
  - **March – May 2022:** An offer will be extended at some point during this time.