

## **Assistant Residential Life Coordinator (ARLC)**

### **Position Description: 2021-2022**

#### **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.

##### **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 six (6) graduate students who serve as Assistant Residential Life Coordinators (ARLCs) who are assigned to one of the three residential colleges to develop community among their staff, residential college, and campus. ARLCs are required to live in an assigned apartment within University Housing and serve in the On-Call rotation. In order 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.

##### **Description of Responsibilities**

- Oversee and lead six to nine Resident Assistants under the 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 that cultivate communities focused on student academic and personal success events (i.e. 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/African-American Scholars, International House, LGBTQIA House, Honors House, Multicultural House, etc.).
- 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.
- Maintain approximately 10-15 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 administrative tasks, daytime on-call rotations, and meetings. The remaining 5-10 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 strong time managers.
- 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 conduct hearing officer and assist with the development and implementation of student conduct education that aligns with the mission, educational priority, and goals of CSULB Housing & Residential Life. Input pertinent information into Maxient Database Software as outlined in the process.
- In rotation with other ARLCs, provide day, evening, holiday, and weekend duty responsibilities including assisting with coordination of crisis and emergency response, facility maintenance, support for undergraduate staff. ARLCs are required to follow the communication process including maintaining the management team informed and engaged of pertinent issues.

- Notify department leadership staff and, when necessary, the University Police, of any emergency, potential hazardous situation or to request personal assistance as needed.
- 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. Although the ARLCs have access to various supplies and resources (e.g. printers, etc.), they are only permitted to use items that they have been expressly giving permission to utilize as a function of their position. If the ARLC is unsure if they have or need permission, they should ask their supervisor for clarification.
- Assist the department with opening, Beach Days, closing, and other department-wide initiatives.
- Assistant Residential Life Coordinator may serve on a departmental committee (i.e. Training, Selection, Recognition, etc.) based and operational need and interest.
- 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.
- Arrive promptly for scheduled meetings and events and complete all assigned responsibilities and expectations.
- Be flexible and adaptable; complete other duties as assigned.

#### **POSITION REQUIREMENTS**

- 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.
- Ability to work 20 hours per week and up to 40 hours during approved non-class time
- Possession of a valid California Driver's license and ability to operate a motor vehicle (golf cart)
- 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 throughout the academic year, including semester breaks
- Must not partake in any fieldwork or practicum hours for the duration of the appointment. Fieldwork/practicum opportunities within HRL may be allowed with prior approval
- Willing and able to work flexible hours, including evenings, weekends, and some holidays
- Strong critical thinking, problem-solving, and creative thinking skills
- Ability to use sound judgement.
- Ability to maintain equanimity during emergencies and resistance from clients including the ability to mediate conflict effectively.
- Ability to work as part of a team through close collaboration with colleagues and coordinate with others.
- Skill in analyzing information, problems, situations procedures etc. to define the problem, identify relevant issues, and generate reasonable and appropriate alternatives or solutions.
- 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 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, etc.).

- Ability to consistently report to work on time prepared to perform the duties of the position.
- 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.
- 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.
- Serve as a role model and demonstrate good judgment and ethical behavior both on and off campus.
- Always maintain appropriate confidentiality regarding Housing and Residential Life business and any information or situations which may violate a student's privacy (FERPA). This may include incidents in which you are involved or about which you have been informed including roster information, names of residents, unlisted phone numbers, staff activities, judicial actions, crisis management plans, and police interaction.
- Ability to maintain flexibility to changing priorities including follow through and meet deadlines.

### **Preferred Qualifications**

- Previous residential life work and programming experience
- Previous work and leadership experience
- Demonstrated commitment to diversity and inclusion

### **COMPENSATION**

A one-bedroom apartment/studio (layout of units varies). All apartments are furnished with a minimum of a refrigerator, microwave, electric stove, bed, mattress and loveseat. University furniture must remain in the apartment. If Assistant Residential Life Coordinators 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 should 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 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, Assistant Residential Life Coordinators obtain personal insurance such as a renter's policy. The apartment and meal plan are compensation for on-call, after hours duties, and other responsibilities not easily quantified.

A 210 Meal Block Plan for use in the Residential Dining Halls. Meals will not be provided during graduation week or during holidays when the dining halls are closed.

The Assistant Residential Life Coordinator compensation package gives the option to receive or opt out of receiving the following compensation items. Please note that if Assistant Residential Life Coordinators 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 \$2,610 for Fall & Spring (six credits each semester)
- \$16.00 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 \$16.00 per hour for working during summer training, Beach Days, and January training.

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

- **July 16-18, 2021:** Move-in to ARLC apartments
- **July 19- August 2, 2021:** ARLC position start date and training
- **Monday, August 3 - 17, 2021:** Resident Assistant Training
- **Wednesday, August 18, 2021:** New Student Move-In Day & Beach Days Kick-off
- **Wednesday, August 18 – Sunday, August 22, 2021:** Beach Days
- **Monday, August 23, 2021:** First Day of Classes
- **November 21 - 28, 2021:** Fall Break Duty
- **Saturday, December 18, 2021:** Fall Semester Finishes

- **Saturday, December 18, 2021:** Residence Halls Close
- **Monday, December 20, 2021:** ARLCs are released at 5pm
- **Sunday, December 19- January 10, 2022:** Winter Break Duty
- **January 3- 10, 2022:** ARLC Winter Training
- **January 10 & 14, 2022:** RA Winter Training
- **Tuesday, January 18, 2022:** Spring Semester Starts
- **March 26-April 2, 2022:** Spring Break Duty
- **Sunday, April 3, 2022:** Residence Halls Open at 10:00am
- **Friday, May 7, 2021:** Last Day of Classes for Spring Semester
- **Saturday, May 15, 2021:** Residence Halls Close
- **May 18 – 21, 2021:** Commencements
- **Monday, May 31, 2021:** End of ARLC Position

In addition, ARLCs will reserve the following Fridays from 3:30 - 5:30pm for All-College staff meetings. ARLCs will help lead these meetings which are for continued RA training and development, presentations from campus partners, and a time for staff to connect.

- **Friday, September 4, 2021**
- **Friday, October 2, 2021**
- **Friday, October 23, 2021**
- **Friday, November 13, 2021**
- **Friday, December 4, 2021**
- **Friday, February 5, 2021**
- **Friday, March 4, 2022**
- **Friday, March 25, 2022**
- **Friday, April 15, 2022**
- **Friday, May 6, 2022 – End of Year Banquet**

## APPLICATION TIMELINE

- **January 27, 2021:** Applications go live
- **March 3, 2021 @ 5:00pm:** Application Deadline
  - [2021-2022 HRL Graduate Position Application](#)
- **March 18 & 19, 2021:** GRLC Interviews
  - **March 29 -May 1:** GRLC offers on a rolling basis until filled

