

Graduate Residential Life Coordinator (GRLC)

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.

Graduate Residential Life Coordinators (GRLCs) Overview

The Graduate Residential Life Coordinator will report to full-time staff in Residential Life (Residential Life Coordinators or Assistant Directors) and collaborate to create inclusive communities to fulfill our departmental mission. The GRLC will maintain 20 hours a week and assist in various areas of residential life, which will include: oversight of the day-to-day operations of RHA; furthering the development of residence hall leadership and training initiatives; assistance in programmatic design and implementation; budget management; assessment efforts; other administrative tasks as needed. ARLCs are required to live in an assigned apartment within University Housing and serve in the On-Call rotation. To effectively perform the Graduate Residential Life Coordinator position, the GRLC must agree and adhere to the responsibilities, terms, and conditions associated with these roles.

Description of Responsibilities

- Maintain 10-15 weekly scheduled community office hours over the course of each of the five business days of the week, during the hours of 8am-5pm. The remaining time should be scheduled to accommodate RHA meetings, RCC meetings, staff meetings, one-on-one meetings with student leaders and supervisor, budgeting, and residential curriculum needs.
 - 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, Beach Days, elections, conference attendance, etc.). It's important for Graduate Residential Life Coordinators to be very organized and strong time managers.
- Meet weekly with and serve as a co-advisor for RHA leadership to provide hands on oversight and guidance.
- Advise RHA in the planning and logistics associated with student leader conference attendance and serve as a chaperone as needed for conferences and other off-campus excursions, etc.
- Attend large scale RHA events as needed. Most programs occur during the evening hours (e.g. 7:00 pm and onwards)
- Assist with the coordination of administrative tasks including, but not limited to RHA and RCC recruitment and elections, executive board training, staff training, purchasing program supplies, assisting with tracking attendance etc. as assigned or needed.
- Assist with the department's residential curriculum to implement educational strategies and events (i.e. workshops, field trips, passive programming, etc.)
- Meet regularly with supervisor and attend staff meetings as needed including keeping supervisor apprised of issues of concern.
- 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.

- Be good stewards of departmental and university resources and supplies and will use them appropriately. Although the GRLCs 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 GRLC is unsure if they have or need permission, they should ask their supervisor for clarification.
- Assist with departmental assessment and evaluation efforts.
- Graduate Residential Life Coordinator may serve on a departmental committee (i.e. Training, Selection, Recognition, etc.) based and operational need and interest.
- Notify department leadership staff and, when necessary, the University Police, of any emergency, potential hazardous situation or to request personal assistance as needed.
- 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 Graduate 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.
- 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
- Ability to work 20 hours per week and up to 40 hours during approved non-class time
- 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.
- Possession of a valid California Driver's license and ability to operate a motor vehicle (golf cart)
- 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 experience living on campus or working in residential life
- Previous work and leadership experience
- Previous experience planning or leading large-scale events and programs
- 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 Graduate 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, Graduate 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 hall is closed.

The Graduate Residential Life Coordinator compensation package gives the option to receive or opt out of receiving the following compensation items. Please note that if GRLCs 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 GRLC)
- 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. GRLCs 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 GRLC apartments
- **July 19- August 2, 2021:** GRLC 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, 202:** ARLCs are released at 5pm

- **Sunday, December 19- January 10, 2022:** Winter Break Duty
- **January 3- 10, 2022:** GRLC 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 GRLC Position

In addition, GRLCs will reserve the following Fridays from 3:30 - 5:30pm for All-College staff meetings. GRLCs 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, 2021:** GRLC offers on a rolling basis until filled.

