## EMPLOYMENT OPPORTUNITY

## POSITION: RESIDENCE LIFE COORDINATOR, FIRST YEAR STUDENTS JOB #16/66

## (Classified as Student Services Professional II)

Full-time, temporary position available on or after June 1, 2017 and ending on or before May 31, 2018 for Housing & Residential Life. Possibility of reappointment based on budget, department needs, and job performance.

**ESSENTIAL DUTIES:** Under the general supervision of the Assistant Director for Housing and Residential Life the First Year Community Residence Life Coordinator (RLC) serves as a live-on representative for Housing and Residential Life. In this capacity the incumbent builds a dynamic and inclusive residential community. The First Year Residence Life Coordinator (RLC) works with a team of Resident Assistants as well as other RLCs. Duties include but are not limited to:

**Community Development and Engagement**

* Create a holistic living/learning environment for the First-Year Community
* Facilitate student integration and acclimation into their University and housing experiences
* Foster diversity and inclusion within the community
* Help plan a strong co-curricular First Year Community program. Support the ideals of equity and access within the community at large
* Advise and counsel students regarding their personal, mental health and academic wellness. Refer students to appropriate resources
* Work collaboratively to ensure the First-Year Community program aligns with department, divisional and institutional priorities
* Collaborate with housing professionals to discuss and address issues which affect the housing community at large
* Maintain a visible presence within the First Year Community.
* Serve as a department representative on university committees and workgroups

**Development, Training and Supervision of Student Staff**

* Recruit, hire, and train a diverse team of Resident Assistants
* Establish a training program for Resident Assistants.
* Provide RAs with guidance and mentorship, as well as performance review
* Conduct team and individual meetings
* Facilitate communication and partnerships within the RA team
* Establish the duty rotation calendar in conjunction with other RLC for overall RA team

**Conduct and Compliance**

* Support student development by using the restorative justice model for student conduct. Ensure fair due process
* Work to educate students about the Community Living Standards
* Enforce department, university, state and federal rules, regulations, policies and procedures
* Determine responsibility for alleged policy or conduct violations. Utilize student development theory when determining student sanctions.
* Maintain conduct records, initiating external/supplemental reports as warranted
* Serve as a liaison to campus colleagues, including: Title IX, University Judicial Affairs, University Police, Campus Compliance, Risk Management, etc.

**Emergency Response and Crisis Intervention**

* Live on campus in a University provided apartment. When on-call reside overnight in assigned living space
* Perform on-call duties, being accessible and able to respond by phone or in-person. When necessary return to campus
* Assist students or employees in crisis.
* Serve as a resource to community members affected by crisis
* Participate in emergency response and business continuity exercises
* Work closely with the Resident Assistants and Assistant Director to proactively identify and support students in need of care or referral
* Adhere to all privacy laws and provisions.

**MINIMUM QUALIFICATIONS:**

* Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job‑related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities may be substituted for the required education on a year‑for‑year basis. Master’s degree preferred.
* Equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master’s degree in a job‑related field may be substituted for one year of the professional experience.

**PREFERRED QUALIFICATIONS:**

* Two years full-time experience working in a residence community or major component of a residence life program.
* Ability and interest in working with a diverse population Experience working with underrepresented and first generation student populations
* Experience delivering holistic student care.
* Demonstrated skills in leadership, hiring and supervision, group facilitation, advising, training, programming, community development, conduct processes, mediation and crisis intervention.
* Strong verbal, non-verbal and written communication skills. Bilingual preferred.
* Ability to perform under pressure, relate positively to people, and to motivate others to function as a fully participative member of a team.
* Working knowledge of student support service units which work closely with Housing and Residential Life.
* Ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action.
* Ability to maintain a high level of confidentiality, as well as a thorough knowledge of department and campus policies, procedures and practices. Understanding of FERPA student records privacy regulations, as well as other federal regulations applicable to campus housing departments.
* Demonstrated capacity to interpret and enforce procedures and policies.
* Ability to carry out a variety of professionally complex assignments without detailed instructions
* Competence in the use of Microsoft Office Suite and Adobe Acrobat.

**SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:**

* Working knowledge of the practices, procedures and activities of the program to which assigned.
* General knowledge of the methods and problems of organizational and program management.
* General knowledge of research and interview techniques; and of the principles of individual and group behavior.
* Ability to interpret and apply program rules and regulations.
* Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
* Ability to obtain factual and interpretive information through interviews.
* Ability to reason logically; ability to collect, compile, analyze and evaluate data and make verbal or written presentation based on these data.
* Ability to advise students individually and in groups on routine matters where required;
* Ability to recognize multicultural, multi-sexed and multi-aged value systems and work accordingly.
* Ability to establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts.
* Ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned.
* Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.

**SALARY RANGE:** $3,858 - $5,485 per month plus excellent paid benefits, a room and board package, and a parking permit. The California State University offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

# POSITION IS OPEN UNTIL FILLED. APPLICATION SCREENING WILL BEGIN MARCH 24, 2017. (Applications received after the screening date will be considered at the discretion of the university.)

**APPLICATION PROCEDURE:** To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at <http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html>), **cover letter**, and **resumé** to:

California State University, Stanislaus ∙ Human Resources Department

Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)

One University Circle ∙ Turlock, CA 95382

For questions, please contact: Ms. Jennifer Humphrey (209) 667-3675

**A background check (which includes checks of employment records, education records, criminal records, civil records; and *may* include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.**

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: <http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf>.

**THE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW**

The annual Campus Security and Fire Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Stanislaus State; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and, campus fire statistics. You can obtain a copy of this report at: <https://www.csustan.edu/upd/crime-statistics>. To request a printed copy call: (209) 667-3572; Fax: (209) 667-3104; or email: [Public\_Safety@csustan.edu](mailto:Public_Safety@csustan.edu). Information regarding Campus Security Reports at other locations can be found at: <http://ope.ed.gov/security/>. CLERY ACT:  IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: [WWW.CSUSTAN.EDU/UPD/PAGES/CAMPUSCRIMESTATISTICS/INDEX.HTML](http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html).

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. All qualified individuals are encouraged to apply. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A ‘MANDATED REPORTER’ UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT.

**iNFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE**

2/17/17