Residential Community Coordinator (RCC) for Academic Success

Term: 2017-2018 Academic Year
Position Open: One (1) Position
CECE Job #14845

The Residence Hall student population is incredibly unique and diverse. We are looking for someone that is academically strong and passionate about getting students connected to resources! Each quarter about 1/3 of our students in housing are either placed on academic probation or academically dismissed. The goal of the Residential Community Coordinator (RCC) for Academic Success is not only to get students connected to resources on campus that will aid them in being more academically successful, but to have individual relationships with them as an academic mentor. Each student that is on academic probation will be encouraged to meet with the RCC for Academic Success and create an action plan of how to increase their GPA, remain in school and actively moving towards graduation.

Essential Responsibilities:

- Implement and coordinate academic success workshops, such as: study skills, motivation, concentration, note-taking, exam prep, time management, and learning styles.
- Regularly monitor student activity, GPA, and other components for academic progress.
- Administer the Back on Track Plan (BTP) that supports students on academic probation.
- Meet and follow-up regularly with all residential students on academic probation or who are academically at risk as identified by our office.
- Collaborate with faculty, the Academic Advising & Resource Center and other campus partners to address student academic needs.
- Coordinate student academic achievement recognition initiatives each quarter including the Residential Academic Success Banquet.
- Develop Residential Passion Series that showcases the passions and interests of our diverse faculty, staff, students, alumni and community.
- Serve as a student advocate and educator; available and accessible to students on a scheduled and non-scheduled basis.
- Serve as hearing officer for the residential community in support of the educational and developmental student conduct process.
- Expand your knowledge and experience by developing and leading new initiatives and becoming engaged in campus and serving on university committees, projects and programs that benefit our residential program and complement your personal and professional interests.
- Respond effectively to and manage emergency/crisis situations
- Provide after hour emergency on call duty support to resident assistant staff by participating in a rotating schedule that is shared with three to four other people.
- Participate in the fall and spring RA training.
- Provide referrals and counseling support for residence hall students.
- Perform other duties as assigned by supervisor.
*Depending upon office needs for the upcoming academic year, this job description is subject to change.

**Requirements to apply:**
Enrolled full time as a CSUB graduate student* for the 2016-2017 academic year
Have and maintain a 3.3 GPA or higher
*undergraduate students that have worked as Resident Assistants for 2 years may be considered

**Job Requirements:**
- Must work 20 hours a week
- Must have a commitment to serving CSUB students
- Previous student leadership experience required
- Must have an ability to multitask, prioritize and successfully navigate ambiguity
- Self-directed professional with strong interpersonal, problem solving and customer service skills
- Must be a good academic role model and have and maintain a GPA of 3.3 or higher
- Must have good listening skills, understand and overcome obstacles
- Must be able to maintain a professional demeanor– but still be able to have fun at work
- Must have demonstrated leadership skills in regards to working with other students
- Must be willing to live in student housing upon appointment

**Compensation:**
- $14.86 per hour
- 1 single room will be provided either in Student Housing East or Student Housing West. A suite may be shared with another staff member of the opposite gender if placed in Student Housing East.
- Silver Meal Plan only provided during the academic year while class is in session.

**Proposed Application Deadline:** May 31, 2017
*Position will remain open until filled

**Position Begins: July 14, 2017 based on HR clearance**
***Position start on August 1st if not cleared by HR before position start date of July 14**

**Position Ends: May 31, 2018**

**How to Apply:**
Online application is available at: RCC for Academic Success
Please submit your resume to Salina Bouasangouane, Administrative Support for Residence Life at sbouasangouane@csub.edu

Also, please include your response to the following:
- Why are you a good fit for this position?
- What are some of the academic challenges that students in housing face?