Residential Community Coordinator (RCC) for Residence Halls Association (RHA) & Programming

Term: 2017-2018 Academic Year
Position Open: One (1) Position
CECE Job #14844

The Residence Hall student population is incredibly diverse and dynamic! We are looking for someone that is committed to empowering students and advising them as they build a positive and healthy community. The Residence Halls Association (RHA) is an organization that is comprised of dedicated residents that act as agents of change and as the voice of the resident community that encourage a healthy academic and social environment. RHA is also affiliated with national and regional organizations such as the National Association of College and University Residence Halls (NACURH) and the Pacific Affiliate of College and University Residence Halls (PACURH). RHA helps develop leadership skills along with interpersonal and intercultural growth among residents. This position will recruit, train, and advise creative, enthusiastic and energetic students that are willing to make a difference in the housing community.

Essential Responsibilities:
- Develop learning outcomes and oversee RHA programs and assessment initiatives.
- Attend and act as a resource at executive board and general assembly meetings.
- Keep the Executive Board informed on University and the Office of Student Housing and Residence Life matters.
- Provide leadership opportunities and guidance to RHA including executive board members, resident representatives, and general members.
- Serve as a student advocate and educator; available and accessible to students on a scheduled and non-scheduled basis.
- Hold regular meetings with RHA president.
- Oversee financial guidelines and processes.
- Attend PACURH and advise conference delegations.
- Oversee election process and certify all election results.
- Coordinate training sessions prior to hall opening and throughout the school year.
- 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 and indirect supervision of resident assistants.
- 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 2017-2018 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 RHA application
Please submit your resume to Salina Bouasangouane, Administrative Support for Residence Life at sbouasangouane@csuh.edu

Also, please include your response to the following:
- Why are you a good fit for this position?
- How do you empower students and encourage them to be committed to their community?