Resident Assistant and Community Assistant

Student Housing & Residence Life is currently seeking a Community Assistant for Student Housing West

Term: 2018-19 Academic Year
Positions Open: One (1)
RA Handshake Job: #
CA Handshake Job: #1945692

The following items are the basic responsibilities of a RA and CA. Specific responsibilities may vary slightly according to area.

I. Community Development

A. Foster a sense of community within your floor, building, and complex.
B. Know residents within your assigned area individually and develop appropriate interpersonal relationships with each member of the community.
C. Provide consistent communication with residents through individual interaction, post all University and residence life notices appropriately, hold regular floor/hall meetings, develop programs, etc.
D. Work with University staff and residents to maintain safe living conditions including fire safety and personal security equipment, including offices on the first floor of each building.
E. Identify, develop, and support the goals and work with student leaders in residence hall areas including Residence Hall Association organization and other student groups.
F. Encourage participation in building and campus-wide programs and activities.
G. Foster an environment conducive to academic success.
H. Create monthly educational bulletin boards.

II. Programming

A. Develop, implement, and evaluate programs and activities for residents.
B. Support and encourage participation in University activities sponsored outside the Office of Residence Life.
C. Solicit faculty participation in residence hall programs and activities.
D. Involve residents in the planning and implementation process of programs.

III. Peer Advisor/Referral Person

A. Role model appropriate behavior and attitudes.
B. Help residents adjust to University life with respect to a variety of developmental issues.
C. Mediate conflicts between students including roommate conflicts.
D. Spend adequate time in building and in residential area fostering approachability with residents.
E. Know when and how to refer residents to appropriate campus resources such as: the Office of Student Involvement and Leadership, Health Center, Counseling Center, UPD, Academic Support Services, Office of Career Exploration and Community Engagement, etc.
F. Respond to emergency situations.
G. Maintain a positive attitude and demonstrate enthusiasm for the position.
H. Information you learn regarding fellow CSUB students should be kept confidential unless it is a health or safety concern, which should then be brought to your supervisor’s attention.

IV. Community Standards Agent

A. Adhere to residence life and University policies.
B. Confront all incidents of inappropriate behavior and refer students for assistance.
C. Document violations of University rules and regulations.
D. Inform students of policies and procedures as well as safety and security issues.
E. Maintain a fair and impartial disposition towards residents regardless of their disciplinary history.
F. Address Community Standard issues within building.

V. Administrative and Availability

A. Attend and participate in regularly scheduled weekly staff meetings.
B. Meet with supervisor on a regular basis to discuss building/residential issues, performance issues, and personal concerns.
C. Attend and participate in all training activities including Fall training that will begin two to four weeks prior to hall opening; Winter Staff Preparation Days, Winter Renewal Training, Spring Orientation, and Staff Development Sessions. These training dates are non-negotiable and include both day and evening workshops. No other plans may be made during these days.
D. Assist with the opening/closing of the residence halls at the beginning/end of the year and for all break periods, and conduct required health and safety inspections. For residence hall closings, RAs and CAs required to remain on campus until each residential area inspection is complete.
E. Complete routine paperwork (i.e., program request forms, room/common area condition reports, duty reports, maintenance reports, occupancy checks, incident report forms, etc.) accurately and on time.
F. Assumes duty approximate to 7 to 8 weekdays and 2 to 3 weekend days per month, and as assigned by supervisor. Responds to inquiries and emergencies from residents, University police and other University units as directed. Must be accessible and physically able to respond to situations at all times when on duty. Will be required to serve on duty during semester breaks.
G. Submits daily reports of any damage or maintenance requests to the Housing Office. Performs periodic walk through, and responds to maintenance and custodial needs on a routine basis so as to maintain a quality physical environment. Daily interaction is expected with the Housing Office.
H. Participate in recruitment and selection of subsequent RA and CA staff, including orientations, informational sessions, and interviews.
I. Assist in filling the void if a position within your area becomes vacant.
J. Check email and Office of Residence Life mailbox on a daily basis.

Term of Employment:

The employment period for RAs and CAs is for one entire academic year (Fall 2018 and Spring 2019). While employed it is expected that:

- Maintain a minimum semester and cumulative GPA of 2.25 throughout the entire term of employment.
- Remain a full-time student at California State University, Bakersfield.
- Return approximately two to three weeks early during the summer to attend Fall Training and return to the University prior to the opening dates at each break, as well as stay beyond the closing dates at each break as directed by the Office of Residence Life.
- Receive approval from supervisor prior to participating in secondary employment or major extracurricular activities (athletics, Greek organizations, student government, etc.).
- All outside commitments or activities are subject to supervisor’s approval. Staff members will place the RA/CA job second only to their studies as a priority for the academic year. Other activities such as fraternities, sororities, community organizations, other jobs, etc. will be scheduled around the RA/CA job. On or off campus work may not exceed 20 hours per week.
- Fulfill all RA/CA responsibilities
Fulfill other duties as assigned by supervisor, Area Coordinator, or Assistant Director of Residence Life.

Qualifications:

- Have and maintain a minimum semester and cumulative GPA of 2.25.
- Applicants must be full time CSUB students with one year of University studies completed.
- Be in good judicial standing with the University and Housing Department.
- Residence hall or group living experience preferred.
- Demonstrated leadership experience required.
- Experience in working with diverse groups.
- Must be available to work and reside on campus the entire academic year.
- Outside commitments cannot interfere with the position.

Compensation:

**Resident Assistants**
RAs receive a credit that covers a single residence hall room rate in Student Housing East and an adjusted meal plan for the academic year as in-kind payment. In-kind payment is considered income and may affect Financial Aid Awards.

**Community Assistants**
CAs receive a credit that covers a single residence hall room rate in Student Housing West and an adjusted meal plan for the academic year as in-kind payment. In-kind payment is considered income and may affect Financial Aid Awards.

RAs and CAs will be required to work a minimum of four desk hours per week. There may be potential opportunities to sign up for additional hours for compensation as needed.

**Application Deadline:** September 28, 2018 at 4PM
*Position will remain open until filled*
[Click here to apply](#)

**Position start before/on/after October 1, 2018**
**Position Ends:** May 30, 2019

**How to Apply:** Please submit your resume to Residential Area Coordinator, Logan Morris, at lmorris8@csub.edu
Also, please include your response to the following:
- Why are you a good fit for this position?
- How do diversity and social justice fit in to the college undergraduate experience?