Residential Community Coordinator (RCC)

Term: 2018-2019 Academic Year
Position Open: One (1) Positions
Handshake Job: #2223773

The Office of Student Housing and Residence Life is looking for two self-starting, energetic, and collaborative individuals that have a passion for working with a diverse and unique student population within a vibrant residential community. The Residential Community Coordinator (RCC) is responsible for assisting the Residential Area Coordinator with the total student development program within the residential community, including the supervision and advisement of student staff and student leaders, development of a healthy community environment, programming, judicial intervention, enforcement of college policy, student conflict resolution and management, and housing operations. The RCC is also responsible for coordinating and implementing programs for the various Living Learning Communities (LLCs) and building relationships and fostering community that support a diverse population of residence hall students to grow and develop individually and collectively, as well as strive for personal and academic success.

Essential Responsibilities:

- Directly supervise, assess, and evaluate a staff of 6 Resident Assistants.
- Facilitate RA staff and one-on-one meetings regarding goals, community and student issues, community development initiatives, programming, etc.
- Serve as a student advocate and educator; available and accessible to students on a scheduled and non-scheduled basis.
- Develop and coordinate residence hall educationally related programs (e.g. Academic, Social Justice, Civic Engagement, Honoring Human Differences, Personal Development programs) and social activities
- Oversee and coordinate programs for the various Living Learning Communities (e.g. First-Year Experience, Nursing, Sociology) with student staff which facilitate the co-curricular education of students within the residential community.
- Serve as hearing officer for the residential community in support of the educational and developmental student conduct process.
- Administer programming budget to support Resident Assistant programs and activities.
- 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 2018-2019 academic year
- Have and maintain a 3.3 GPA or higher
- Undergraduate students that have worked as Resident Assistant or Community Assistant 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: January 4, 2019
*Position will remain open until filled

Position Starts: January 14, 2019
Position Ends: May 31, 2019

How to Apply:
Online application is available at: RCC application
Please submit your resume to MaxJulian Ham, Assistant Director for Reslife, at mham@csub.edu or 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 role do you typically play in a team environment and what do you believe are some important qualities of a high performing team?