Residence Life Coordinator

Closes: Monday, February 17, 2020

(Job #19-87) Student Services Professional II, Residence Life Coordinator, $4,304-6,120/month. Appointments are typically made at the beginning of the salary range. This is a temporary, full-time, benefited, 12-month pay plan position in the Department of Housing and Residence Life. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multi-racial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Professional, full-time, live-in position in residence life. Responsible for student, community and social justice advocacy within the residence halls; comprehensive oversight twelve Resident Advisors, one Student Assistant, and up to three Learning Communities in an overall area housing a total of 550 students. This position is responsible for the coordination of housing initiatives that foster curricular and co-curricular engagement for students living on campus. Involvement with professional associations, university committees, events, and functions is strongly encouraged and supported. Educators interested in working with a socially just, team-orientated, academically centered, and environmentally responsible organization are strongly encouraged to apply.

Duties: Under the supervision of the Director for Residence Life with assistance from an Area Coordinator in the Department of Housing & Residence Life, the Residence Life Coordinator has the following duties and responsibilities:

Community Action Conference (Conduct) - Review information reports; hold community action conferences to determine responsibility in incidents; issue findings; develop and administer educational sanctions focused on student development; attend student conduct norming meetings.

Professional Staff Team Member - Attend weekly meetings with supervisor; promote and execute Residence Life mission statement: The intention of Residence Life is to focus on the education and holistic growth of the student by creating a safe, socially just, and environmentally responsible community; support the university mission; prepare and attend professional development programs; participate in departmental planning efforts; develop goals and objectives for each year; complete administrative paperwork; coordinate with Housing divisions; cultivate mutually supportive relationships with the campus community; serve as a positive role model and mentor for new members of the team.

Advise Student Leadership Organizations - Advise and encourage area council; meet with council executive members weekly; assist with Residence Hall Association initiatives and advise delegations or committees for regional and national conferences.

Mentoring & Advising Residents - Help facilitate student growth and development; provide necessary referrals to campus resources; mediate conflicts; promote the Community Respect Statement; foster a sense of community and health within the residence halls.

Duty/Emergency Response - Participate in system-wide evening, weekend, and holiday on-call duty rotation; follow National Incident Management System (NIMS) protocols; monitor and report Cleary Act violations; respond to emergencies and crises. The job requires moderate physical effort when responding to emergencies. Moderate physical effort includes quickly responding to the scene of fire alarms, walking up hills and stairs, and carrying duty supplies. These tasks may need to be done during power outages and/or elevator malfunctions.

Other Duties As Assigned - Participate in special projects or other assigned work.

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Minimum Qualifications: **Education:** 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 listed below may be substituted for the required education on a year-for-year basis. **Experience:** 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.

**Required Knowledge, Skills, and Abilities:**

Working knowledge of:
- Practices, procedures, and activities related to student services programs
- Current issues and trends in higher education
- Management techniques and personnel practices

General knowledge of:
- Methods and problems of organizational and program management
- Research and interview techniques
- Principles of individual and group behavior
- The personal, social, and academic challenges encountered by college students
- Student development, cultural identity development models, leadership development theories, and social justice action continuums
- Principles of community development

Skills:
- Solid administrative and organizational skills
- Effective interpersonal and intercultural communication skills
- Computer proficiency

Ability to:
- Interpret and apply program rules and regulations
- Use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements
- Obtain factual and interpretative information through interviews; reason logically
- Collect, compile, analyze and evaluate data and make verbal or written presentations based on these data
- Advise students individually and in groups on routine matters where required
- Recognize multi-cultural, multi-sexed and multi-aged value systems and work accordingly
- 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
- Rapidly acquire a general knowledge of HSU’s overall operation, functions and programs
- Make decisions and carry through actions having implications with regard to other program or service areas
- Set goals and priorities, make reasoned and balanced decisions in moderately complex situations, and meet deadlines
- Foster and maintain cooperative working relationships with diverse student, staff, faculty and community members

Preferred Qualifications:
- Master’s Degree in Student Affairs Administration, College Student Personnel, Higher Education, Counseling, Sociology, Social Work or other related field
- Experience working with on-campus housing and advising special interest groups (non-traditional, cultural, LGBTQIA, etc.)
- Ability to speak Spanish

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**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: [https://forms.humboldt.edu/employment-history-form](https://forms.humboldt.edu/employment-history-form))

**CLICK HERE TO APPLY NOW:** [http://apply.interfolio.com/73117](http://apply.interfolio.com/73117)

*(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved.)*

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Monday, February 17, 2020. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (19-87) and applicant’s last name in the subject line of the message.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

**HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.**

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.