

CAL POLY HUMBOLDT



Residence Life Coordinator

Department of Housing and Residence Life

Job #20-34

Open Until Filled

First Review Date: Sunday, February 20, 2022

(Job #20-34) 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. Additional information about Housing & Residence Life can be found at <https://housing.humboldt.edu/node/296>. 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>.

Now is an exciting time to join Housing and Residence Life as we transition to Cal Poly Humboldt! Cal Poly Humboldt has been named the state's third polytechnic institution and the first in Northern California. Backed by a historic state investment, we're adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are 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 multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt 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 of 4 – 12 student leaders, including one Student Assistant, and oversight for learning communities in the Housing & Residence Life areas. 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.

Key Responsibilities: Under the supervision of the Senior Director for Housing & 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:

- Living Learning Community (LLC) / Theme Housing Management - Collaborate with relevant campus stakeholders to provide academic and interest-based Housing options. Review and approve resident applications for LLC's and work with Assignments Coordinator to place residents appropriately. Regularly assess need / effectiveness of LLC's and Theme communities
- Assessment – Develop and implement an online survey through the Housing and Residence Life web page to focus on issues impacting the residence hall communities. Provide leadership and training for all Housing and Residence Life staff in strategic goal setting, development of measurable learning outcomes, and create a culture of assessment in Housing and Residence Life, provide support to evaluate the impact of academic initiatives in the residence halls.
- 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.

Knowledge, Skills, and Abilities Associated with this Position Include:

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 Cal Poly Humboldt'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

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.

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, LGBTQQIA, etc.)
- Ability to speak Spanish

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

- Cal Poly Humboldt Employment History Form (Cal Poly Humboldt Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the Cal Poly Humboldt Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/102095>

Application Deadline: This position will remain open until filled. The First Review Date is on Sunday, February 20, 2022.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt's Human Resources Office at (707) 826-3626.

Cal Poly Humboldt 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). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt 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.

Cal Poly Humboldt is part of the 23-campus California State University system and one of only three polytechnic universities in the system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,500. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Effective January 1, 2022, the California State University system (CSU) Out-of-State Employment Policy prohibits hiring employees to perform CSU-related work outside California. Questions regarding the CSU Out-of-State Employment Policy, please contact Cal Poly Humboldt Employee/Labor Relations & Compliance at hsuhr@humboldt.edu.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to hr@campus.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: <https://clery.humboldt.edu/content/annual-security-reports>.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Cal Poly Humboldt 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 Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt 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. Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

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.

Class Code: 3082

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See more photos at [Cal Poly Humboldt's Flickr page](#).