



Residence Hall Officers (RHOs) are an important part of the staff. A Residence Hall Officer is an integral para-professional and has a responsibility to the mission of the university, the Office of Residence Life, and to the residents on campus. RHOs share major responsibilities in the daily operations, programming, and safety of the residence halls.

Residence Hall Officers are expected to:

1. Participate in all staff trainings, assist with the opening and closing of the residence halls each semester, in-service trainings, all housing events (i.e. New Student Orientation, Opening and Closing of Residence Halls, Cal Maritime Day, Preview Day, Day on the Bay, Festival Week & Weekend, etc.) and weekly staff meetings, and one-on-one meetings.
2. Be thoroughly familiar with and enforce the California Maritime Student Handbook, most importantly all Housing & Residence Life policies, Housing License Agreement (HLA), and other a published policies and procedures provided by the Professional Residential Life Staff and the university. All HRL student staff members must abide by all Cal Maritime policies and regulations.
3. Know all of the residents within the Residence Hall Officer's area of responsibility by name and sight. Residence Hall Officers are available, approachable, and build community within the residence halls. Be able to respond to the needs of the residential community and refer appropriate campus resources as necessary.
4. Develop, initiate, plan, and execute programs, which focuses on community development and meet the requirements of the Edwards Leadership Development Program. Residence Hall Officers will also be responsible for programming in each of the following functional areas:
 - Interpersonal and life skills
 - Academic success
 - Career readiness
 - Personal wellness
 - Alcohol and other drugs education
 - Diversity and social justice
 - Healthy relationships
 - Social engagement
5. Communicate, document, and follow up with professional staff regarding any concerns and policy violations (ie, student reports, facility management, and programming implementation).
6. Residence Hall Officers (RHOs) will be on call when residence halls are open including secured weekends, holidays, and breaks. Residence Hall Officers will participate in opening, closing, and health and safety inspections during the school year.

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1. Be able to balance Residence Hall Officer responsibilities, Corps duties, academics, and personal life as a HRL staff member, a student, and an individual. Any other major commitments (extra-curricular activities, other campus leadership positions, and internships must be pre-approved by direct supervisor).

General Terms of Appointment:

1. Live-in, academic year appointment to begin up to three weeks before the first day of classes of the Fall Semester and will extend up to three days after Finals of the Spring Semester 2022 or until all duties and closing procedures have been completed (including all break periods).

2. The Residence Hall Officer must be able to participate in all mandatory staff development activities. Any conflicts must be submitted in writing and approved by the Residence Hall Officer's supervisor. These mandatory events include:

- Fall and Winter Staff Trainings (TBA dates for late July/ early August and early January)
- Orientation Leader and New Cadet Orientation activities
- Semester move in and move out periods
- Cal Maritime Festival Week & Weekend
- Cal Maritime Preview, Cal Maritime Day, Day on the Bay, and other official campus events
- Northern RAP Conference (TBA for Fall Semester)
- In-Service Development (TBA)
- Weekly Staff Meetings (Day & time subject TBA)

3. All HRL student staff members must maintain a 2.5 cumulative grade point average and semester grade point average.

Compensation:

Residence Hall Officers will receive a single room assignment free of charge and \$750 credit towards their meal plan each semester

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