**Position Title:** Residence Life Coordinator (2 openings)

<table>
<thead>
<tr>
<th>Job Bulletin Number:</th>
<th>103279</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>Student Services Professional II</td>
</tr>
<tr>
<td>Department:</td>
<td>Housing &amp; Residential Life</td>
</tr>
<tr>
<td>Full/Part-time:</td>
<td>Full-time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Temporary</td>
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<tr>
<td>Bargaining Unit:</td>
<td>4, APC</td>
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<tr>
<td>Pay Plan:</td>
<td>12 month</td>
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<tr>
<td>Salary Range:</td>
<td>$4,304 - $6,120 per month. Hiring salary budgeted at $4,304 per month commensurate with education and/or experience.</td>
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<td>Benefits:</td>
<td>Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our <a href="http://www.csum.edu/web/hr/careers">benefits website</a> for additional information.</td>
</tr>
<tr>
<td>Pre-Employment Conditions:</td>
<td>Background including fingerprinting and DMV records check</td>
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<tr>
<td>Closing Date:</td>
<td>Open until filled.</td>
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**POSITION SUMMARY:**

Living in the residence halls is an integral part of the educational experience at Cal Maritime. Cal Maritime is a residential campus and the majority of the student body lives on campus. The Office of Housing & Residential Life coordinates all the operations and activities of residence hall life and fosters a community of diversity, learning, and academic success. The residents have the opportunity to meet fellow cadets, make friends, and become part of a community of people who share similar interests. The staff makes sure the cadets have a safe, vibrant, and satisfactory living experience.

Under general supervision, the Coordinator for Residence Life oversees a resident hall area of 100-500 residents. Our residence halls include Upper Residence Hall and the Training Ship Golden Bear for first-year students and Lower Residence Hall, McAllister Hall, and Maritime North for upper-class students.

**HOW TO APPLY:** Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at [http://www.csum.edu/web/hr/careers](http://www.csum.edu/web/hr/careers).
ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:

Housing Management
- Serve as a Coordinator for Residence Life (CRL) for up to four residence halls (including the Training Ship Golden Bear) and supervise up to 24 Residence Hall Officers, building maintenance, upkeep, and custodial services.
- Assist with management of all aspects of student housing and summer conference housing; coordinate room selection process, room assignments, single room management/billing, room inspections, damage assessment and billing, check-in/check-out processes, occupancy records/reports, key control and maintain departmental budgets.
- Enforce the terms and conditions of the Student Housing License Agreement, Cadet Handbook, and all federal laws; investigate, resolve, and/or refer for adjudication cadet disciplinary problems.
- Assist with planning, coordination, and management of move-in and move-out process.
- Schedule and perform room inspections and assess damage billing fees.
- Assist with management of student occupancy.
- Participate in Orientation sessions regarding Housing & Residential Life matters as needed.
- Keep Lead Coordinator for Residence Life and Director of Residence Life regularly informed of all pertinent situations.
- Serve in duty rotation and respond to any campus emergencies.

Planning, Policies, Procedures, Operations
- Assist with long-range planning for housing facilities and residential life programs in conjunction with university and departmental strategic plans.
- Respond to daily requests for information and assistance from staff, residents, and other interested parties within federal and campus regulations.
- Enforce all HRL and campus policies and procedures on campus and in the residence halls.
- Facilitate and schedule hall meetings as needed.
- Represent HRL on campus-wide committees.
- Participate in yearly departmental planning.
- Recommend solutions to problems and changes in program procedures to the Lead Coordinator for Residence Life and the Director of Residence Life.

Student Development
- Assist with recruiting, selecting, training, and evaluating the performance of Residence Hall Officers (RHO), Student Mail Room employees, and Office Assistants.
- Assist with planning, implementing, and assessing summer and winter Housing Staff Trainings.
- Participate in coordinating student staff recruitment and selection.
  - Update applications, position descriptions, contracts, and other documents as needed.
- Assist with overseeing and implementing RHO programs including cultural, educational, social, etc.
  - Participate in and attend programs;
  - Create programming assignments for RHOs and maintain program calendar and reports for the HRL Department;
  - Identify appropriate metrics and assessment modules and assess all HRL programming;
  - Provide resources for programming; i.e., outside vendors, campus departments, etc.;
Provide follow-up evaluations for RHO events and programs;
Process vehicle requests for transportation to/from off-campus events; i.e., rental vans.

Supervision of RHO staff
- Provide direction, leadership and assure the successful implementation of the programming model for your direct area of supervision consisting of up to 24 RHOs;
- Hold one-on-one meetings, weekly staff meetings, and other meetings as necessary;
- Perform and document evaluations of RHO staff;
- Hold RHOs accountable for all contents of RHO position description, RHO manual, and all duties and responsibilities of the RHO position. Deliver job action notifications and continued counseling in RHO job performance issues;
- Provide leadership for building RHO team for residence halls;
- Review of Incident Report submissions for efficiency and accuracy; follow up with RHO staff as needed.

Maintain a residential climate conducive to academic achievement, individual personal growth, successful group living and contribute to campus affirmative action and diversity goals. Provide personal assistance to individual cadets and groups including conflict resolution and mediation; facilitate cadet/campus communications.

Process and forward Incident Reports to student conduct system.

Parent interactions
- Respond to phone, mail, and email questions and concerns;
- Interface on Admissions Days, Move-in/Move-Out Days, and Orientation.

Educate residents regarding their rights and responsibilities as a member of the campus and residential community.

REQUIRED QUALIFICATIONS:

- A Bachelor’s degree in one of the following: behavioral science, public or business administration or a job-related field AND two years of professional experience.
- Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities may be substituted for the required education on a year-for-year basis.
- A valid California Driver’s License, CPR and First Aid certificates must be acquired within six months of hire and maintained thereafter.
- Working knowledge of the practices, procedures, and activities of the program to which assigned.
- General knowledge of the methods and problems of organizational and program management.
- General knowledge of research and interview techniques; and of the principles of individual and group behavior.
- Ability to interpret and apply program rules and regulations.
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- Ability to obtain factual and interpretative information through interviews.
- Ability to reason logically, collect, compile, analyze and evaluate data and make verbal or written presentations based on these data.
- Ability to advise students individually and in groups on routine matters where required.
- Ability to recognize multicultural, multi-sexed and multi-aged value systems and work accordingly.
- Ability to 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.
- Ability to rapidly acquire a general knowledge of the overall operation, functions, and programs of the campus to which assigned.
- Demonstrated ability to make decisions and carry through actions having implications regarding other program or service areas.

PREFERRED QUALIFICATIONS:
• Master’s Degree in College Student Personnel, Higher Education, Counseling, Management, Public Administration, Sociology, or other related field is strongly preferred and may be substituted for one year of professional experience.
• Previous experience with collegiate room assignment software programs such as StarRez, eRezLife, OrgSync, Adirondack, etc.
• Previous experience with PeopleSoft or Banner systems.
• An understanding of student development, staff development, leadership development, and multicultural issues.
• Experience at a Maritime Academy or military/para-military experience.
• Working knowledge of management techniques and personnel practices.
• Strong interpersonal and communication skills, including the experience of working with a culturally and ethnically diverse student population.
• An understanding of how the areas of leadership development, food service, technology, facilities management, and judicial affairs affect housing & residence life.
• Solid administrative and organizational skills including the ability to effectively utilize computer hardware and software tools such as Microsoft Word, Excel, Outlook, Access, PeopleSoft, and Blackboard.
• Ability to work in a highly collaborative environment and develop effective relationships within the division of Student Affairs, and with key stakeholders external to the division.
• The ability to make reasoned and balanced decisions in moderately complex situations.
• Effective interpersonal and communication skills.
• A team player with the willingness to take initiative on new projects and embrace changes.

SPECIAL CONDITIONS:
The Coordinator for Residence Life is required to live on campus. A furnished, on-campus apartment and meal plan (when Dining Services are open during academic year) is provided. Up to five Residence Life professional staff will share 24-hour on-call duties; however, actual working time is varied.

In addition to working in a typical office environment, the Coordinator for Residence Life supervises, works, and may live in a 3-story residence hall that has no elevator and must be able to coordinate emergency evacuation procedures as required. The CRL may also work on the T.S. Golden Bear and must be able to climb many stair towers on a daily basis. The on-campus work environment is non-air conditioned.

The incumbent may be required to provide Coordinator for Residence Life support for up to four months with Summer Conference Housing and/or on the annual training cruise for 30 to 60 days. Incumbent will be subject to an annual cruise physical and drug screening prior to participation. In addition, incumbent must have or be able to obtain a U.S. Passport to participate in the training cruise.

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:
• Involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.
• Must be able to read/comprehend, write, perform calculations, communicate orally, reason and analyze.
• Is exposed to excessive noise
• Is around moving machinery
• Is exposed to marked changes in temperature and/or humidity
• Is exposed to dust, fumes, gases, radiation, microwave (circle)
• Drives motorized equipment
• Works in confined quarters

HOURS of WORK: Will be required to work a variety of shifts that may include working days, evenings, weekends, and holidays.
BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check, fingerprinting and DMV records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

MANDATED REPORTER: The person holding this position is 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 revised July 21, 2017 as a condition of employment.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

TITLE IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: https://www2.calstate.edu/titleix

EEO STATEMENT: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.