

**Mission Statement:**

Cal State Fullerton currently provides residence hall, apartment style, and suite-style living for approximately 2,000 students that is safe, clean and very convenient. Living on campus is an excellent way to enhance your educational experience. Being a member of a living and learning community can help strengthen both your personal growth and academic success. You will have the opportunity to develop leadership skills, attend educational, cultural and social programs, and interact more closely with faculty and university staff members.

**Residential Learning Model (RLM) Educational Priority:**

Housing and Residential Engagement (HRE) at Cal State Fullerton provides opportunities for our residents to learn, connect and grow. Our educational priority, rooted in theory and research, is to foster a community where residents learn holistically about themselves and others as they pursue graduation. Through intentional experiences across campus, residents connect and build strong, long-lasting relationships that enhance the Titan community. Here, residents grow in ways that prepare them to be socially responsible and productive members of our global society.

**Diversity, Equity, and Inclusion (DEI) Statement:**

Cal State Fullerton Housing and Residential Engagement is committed to cultivating and promoting an inclusive and respectful environment for our residential community and guests. We recognize that members of our community may hold multiple marginalized identities and are impacted by intersecting forms of oppression and discrimination. We are committed to creating opportunities to engage in self-discovery and critical inquiry for all members of our community. We aim to empower, educate, and activate our residential community to challenge prejudice, promote justice, and embrace differences. Housing and Residential Engagement strives to actively combat these challenges through peer and staff support and an intentional residential learning model that fosters a sense of belonging and creates an environment in which all students can learn, connect, and grow.

**Position Description:**

Resident Advisors are responsible for ensuring Housing and Residential Engagement's community development and relationship building by means of student development, training and development, and administrative/operational tasks. Resident Advisors develop individual relationships with each resident (typically 40-50) focused on learning about them, connecting them to resources, and helping them grow. In addition to resident relationships, a core responsibility of this position will be to serve in the student staff on-call duty rotation to ensure the safety and security of the HRE community.

**Position Qualifications:**

Resident Advisors will:

1. Be a current Cal State Fullerton student in good standing with a minimum of 12 units earned at Cal State Fullerton prior to applying, exception for graduate students who need a minimum of 8 units earned at Cal State Fullerton prior to applying.
2. Applicants must have a cumulative GPA of 2.5 and a semester GPA of 2.25 or greater prior to being offered

a position.

3. Maintain a cumulative GPA of 2.5 or greater, and a semester GPA of 2.25 or greater during their entire period of appointment.
4. Maintain a full-time course load of at least 12 units per semester specific to enrollment at Cal State Fullerton. Graduate Students must maintain a course load of at least 8 units (master's degree students) per semester specific to enrollment at Cal State Fullerton.
5. Be in good judicial standing with the University as well as Housing and Residential Engagement. At the time of application, candidates must have no pending conduct cases and cannot be on a probationary status with the University. This status must be maintained throughout the appointment to the RA role.
6. Have an understanding and willingness to work in an inclusive environment with a diverse student population. RAs are expected to follow and support the Housing and Residential Engagement Diversity, Equity, and Inclusion (DEI) statement.
7. Have an understanding or willingness to learn about residential student needs while they live on-campus.
8. Be able to effectively communicate and build/maintain individual and group relationships.
9. Be able to analyze complex situations accurately and adopt effective course of action.
10. Establish and maintain cooperative working relationships with a variety of individuals.
11. Possess excellent verbal and written communication skills as well as the ability to acquire knowledge of HRE policies and procedures.
12. Have an ability to work and collaborate with others in a team-oriented environment.

### **Position Responsibilities:**

#### **I. Promote Residential Learning and Development - 55%**

Resident Advisors are responsible for promoting residential learning and development by means of helping residents learn, connect, and grow while living in student housing. RAs will facilitate the strategies that are included in Housing and Residential Engagement's year-long educational plan.

Some of these strategies include:

- Develop an Inclusive Community (ongoing)
- Resident Chats (recommended 6-10 hours/week)
- Floor Meetings (recommended 1-2 hours/month)
- Engagement Hours (recommended 1 hour/week)
- Roommate Agreements (recommended 30 minutes-1 hour per agreement)
- Bulletin Boards (recommended 2-3 hours/month)
- Community Builders/Programming (recommended 2-5 hours/month)

#### **II. Duty and Crisis Response - 30%**

Resident Advisors will serve on an overnight duty rotation. Per night, the duty rotation is a shift from anywhere between 15 - 24 hours. Resident Advisors can have up to 25 - 30 shifts per semester depending on the number of student staff. Resident Advisors will serve as a first responder to crisis situations and critically think through incidents. While serving on duty

(including fall, winter, and spring breaks), Resident Advisors will have to remain in the housing community. RAs who are appointed to positions in any building that is designated to be open during Fall, Winter, and/or Spring Break are required to serve on duty during some portion of the break periods with time to be divided among the staff team. Resident Advisors will have to submit Incident Reports and Duty Logs when serving on the on-call rotation. Active working hours during duty shifts are an estimate of 2 - 4 hours per duty shift, this can include rounds, performing lockouts and other duties, and administrative responsibilities.

**III. Administrative Tasks - 10%**

Resident Advisors are responsible for maintaining administrative tasks while serving in the role. These responsibilities include checking their mailbox in the Student Leader Resource Center (SLRC), daily communication with their supervisors via email, Slack, and phone. Resident Advisors will have a 30 minute – 1 hour long weekly 1:1 meeting with their supervisor where the Resident Advisor is expected to come with team updates, resident updates, position updates, and questions. Resident Advisors will also have mandatory weekly staff meetings from 4 - 6 p.m. every Thursday.

**IV. Perform Other Duties as Assigned - 5%**

Resident Advisors may have to complete other duties as assigned as a part of their position and based on the needs of the department.

**Additional Optional Responsibilities:**

Theme Community Resident Advisor

- Resident Advisors have the option to serve as a “Theme Community Resident Advisor” which will work closely with a Diversity Initiatives Resource Center (DIRC) department.
- The Theme Community Resident Advisor position is one Resident Advisors can apply for after being accepted for the Resident Advisor role (no previous experience is required).
- In addition to the Resident Advisor responsibilities listed above, a Theme Community Resident Advisor has the following responsibilities:
  - Attend meetings with Theme Partner/maintain consistent communication with Theme Partner
  - Support and promote DIRC activities through active marketing and attendance at events
  - Host a Theme Community Builder per semester

**Contract Dates:**

- Late July 2024 – Late May 2025
- Resident Advisors are expected to participate in a fall and winter training prior to the beginning of both the fall and spring semesters. All training sessions are mandatory. The detailed training schedule will be determined prior to each period. Housing accommodations and limited food service will be provided during training.
- Resident Advisors will serve on an overnight duty rotation which includes evenings and weekends.
- Resident Advisors will have scheduled commitments for the opening and closing of halls.
- Resident Advisors will assist in working University signature events.

**Estimated Time Commitment:**

- Resident Advisors: 20 hours per week
- Theme Community Resident Advisors: 22 hours per week

**Remuneration:**

- Single bed space for the academic year
  - Resident Advisors placed in the Residence Halls will not have access to their space when the Residence Halls are closed for Winter Recess
- Meal plan with dining dollars
- Theme Resident Advisors will receive hourly pay for two hours a week
- Department uniform which includes a polo, t-shirt, jacket, and nametag
- Priority Registration

**Supervisor:**

- Community Coordinators