Housing and Residence Life
Summer Resident Advisor Position Description

Summer Resident Advisor
8-10 positions
Period of Employment: May 6 – August 19, 2016

Department Summary: Housing and Residence Life at Cal State Fullerton provides a safe and secure, on-campus housing option for students. During the summer, housing is offered to students in addition to operating a conference program. Our conference guests reside on campus for short and/or long term overnight accommodations. This position serves a critical role in providing excellent customer service to both summer residents and conference guests while ensuring the safety and security of our community.

Position Summary: The Summer Resident Advisor, under the leadership of the Residence Life Team, will assist with the administrative and customer service functions of student housing summer operations as related to summer residents and conference guests. This will include a variety of work assignments including but not limited to: serving evening and weekend duty to ensure the security of the community, responding to after-hours emergency calls and lock-outs, providing support for the Housing Office, assisting summer residents and conference guests.

The Summer Resident Advisor will also perform various administrative and clerical duties in support of the Housing and Residence Life operation. These responsibilities will include: preparing documents and materials for summer session and academic year move-ins; completing room inspections; answering phones; and responding to e-mail and voicemail messages.

Special Requirements
1. The Summer RA is required to live in an on-campus apartment from May 21 – August 17, 2016.
2. Maximum summer session class load allowed: 3 units.
3. Must attend weekly staff meetings held Wednesdays from 3-5 p.m.
4. Must be able to lift 25 pounds without assistance.
5. Summer RA's are encouraged to work no more than 30 hours a week with a secondary employer.

Responsibilities
1. Answer after hour calls from summer residents and conference guests, and assist as appropriate.
2. Respond to all summer resident emails, phone calls or messages.
3. Complete security walk-throughs and secure buildings while on duty.
4. Respond to lockout requests.
5. Facilitate check-in and check-out procedures for summer residents.
6. Attend weekly summer staff meetings.
7. Complete administrative paperwork on a regular and timely basis.
8. Respond to safety, security, emergencies and disasters as part of the Housing and Residence Life crisis management team.
9. Enforce policies as outlined in the Summer License Agreement.
10. Hold duty responsibilities approximately two - three evenings each week and one - two weekends each month.
11. Develop and build community among summer residents. May be required to host a program.

Work Hours: Approximately 1-2 weekdays and 1 weekend day per week to perform duty responsibilities and 3+ hours per week to attend staff meetings. Duty hours are 5 p.m.–8 a.m. on weekdays and 24 hours a day on weekends. Must also work summer holidays.
Important Dates:

- Application Available: March 1 – March 25, 2016
- Group Interviews. MUST ATTEND ONE SESSION
  - April 4, 5 – 7 p.m.
  - April 5, 2 – 4 p.m.
  - April 6, 3:30 – 5:30 p.m.
  - April 7, 10 a.m. – 12 p.m.
- Current HRL Student Staff Interviews. Thirty minute time slots
  - April 13 - 15
- Individual Interviews. One hour time slots.
  - April 18 - 21
- Hiring Decision Notification: April 25
- Summer Resident Advisor Move-in: May 21
- Summer Resident Advisor Duty begins: May 21
- REQUIRED Summer Resident Advisor training:
  - May 6, 1 – 5 p.m.
  - May 7, 9 a.m. – 5 p.m.
  - May 21, 12 – 5 p.m.
  - May 23, 8 a.m. – 5 p.m.
  - May 24, 8 a.m. – 5 p.m.
- Summer Resident Advisors without Fall Housing contracts move out: August 14
- Summer Duty ends: August 18 at 8 a.m.
- OPTIONAL Fall Move-in: August 18 - 19

Minimum qualifications:

- Experience equivalent to one year of work in an office or at a reception desk preferred.
- Previous live on experience is not required, but helpful.
- Ability to develop and maintain positive working and personal relationships with all housing departments, including: Residence Life, Administration & Conference Services and Facilities.
- Computer skills to use Word, Excel, and various database applications.
- Excellent customer service skills.
- Ability to interact with diverse populations.
- Organizational and time management skills and the ability to meet deadlines.
- Flexibility to work in a fast-paced environment with changing priorities.
- Ability to work from May 21, 2016 through August 19, 2016 including evenings, weekends, and holidays. Days off and vacations to be scheduled by the supervising Community Coordinator.
- Must have at the time of hire, and maintain, the following requirements:
  - An overall Cal State Fullerton GPA of 2.5 or higher and a minimum semester GPA of 2.25
  - No current or pending disciplinary sanctions in Housing and Residence Life
  - Current enrollment, good academic and judicial standing at Cal State Fullerton.
  - Successfully complete a background check

Remuneration: 7 day continuous meal plan and a single bed space beginning May 21.
- Summer Resident Advisors continuing to live on campus for fall semester contract end date: August 17, 2016.
- Summer Resident Advisors moving off campus for fall semester contract end date: August 14, 2016.