

# California State University, Fresno Foundation

## RESIDENTIAL LIFE & STUDENT CONDUCT COORDINATOR – FRESNO STATE STUDENT HOUSING

JOB ANNOUNCEMENT #22-293

<b>POSITION &amp; SUMMARY:</b>	<b>Full-time, benefited position for Fresno State Student Housing through the California State University, Fresno Foundation.</b> The Residential Life & Student Conduct Coordinator oversees the day-to-day administration of an undergraduate residential community housing 1,200 students through the management of all programs and initiatives, community events, staff, student concerns, facilities, administration, publications, recruitments and relevant services.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Assistant Director, the incumbent will be responsible for the following operations. Typical duties include, but are not limited to:</p> <p><b><u>Supervision</u></b></p> <ul style="list-style-type: none"> <li>• Coordinates the residential leadership team in area of responsibility, including meeting regularly with the graduate Resident Directors, student leaders and other key stakeholders to support the residential program</li> <li>• Coordinates the selection and supervision of residential life staff members who work in assigned residential areas, including graduate Resident Directors</li> <li>• Implements professional development opportunities/training for student staff</li> <li>• Develop and cooperatively facilitate a credit – RA Class on leadership</li> </ul> <p><b><u>Programming</u></b></p> <ul style="list-style-type: none"> <li>• Establishes community programming goals and directs, coordinates, supports, and evaluates student staff programming efforts</li> <li>• Collaborates with faculty, student affairs staff and residential life staff to implement living learning programs</li> <li>• Facilitates the development of a shared sense of identity and community; collaborates with other stakeholders to establish a defined, common experience, including the establishment of traditions, symbols, and other methods of creating a sense of identity</li> <li>• Develops and fosters engagement of first-year students within housing and Fresno State</li> <li>• Collaborates with academic departments to facilitate academic engagement, learning communities and educational programming</li> <li>• Supports and coordinates student involvement at institutional events, such as New Student Orientation, Commencement, Homecoming, Vintage Days, Kids Day, Convocation, and similar events</li> </ul> <p><b><u>Case Management and Student Conduct</u></b></p> <ul style="list-style-type: none"> <li>• Provides counsel, advising, mediation, referral, and resources for resident students regarding personal and academic matters</li> <li>• Participates in the campus-wide case management system and submits reports through Maxient database and reporting system. Participates in situational case management meetings as needed</li> <li>• Serves as a conduct hearing officer. Works in conjunction with the Student Conduct Office and utilizes the Maxient software system to administer the hearing process</li> <li>• Coordinates the education of residents regarding the Student Code of Conduct and housing policies</li> <li>• Responds to and follows up on crises, emergencies and concerning student behavior</li> <li>• Trains and oversees student staff in their use of the Maxient reporting system</li> </ul> <p><b><u>Housing and Operations</u></b></p> <ul style="list-style-type: none"> <li>• Manages and implements opening and closing processes</li> <li>• Collaborates with Facilities staff (including building custodians) to maintain residential facilities</li> <li>• Reports and investigates damage, vandalism, and facilities problems</li> </ul>

	<ul style="list-style-type: none"> <li>Participates in the housing assignment process, collaborates with Housing Office staff to maintain up-to-date housing assignment information, and assists with the resolution of issues and problems associated with room assignments and roommate conflicts</li> </ul> <p><b><u>Budget and Administration</u></b></p> <ul style="list-style-type: none"> <li>Maintains the residential life budget adhering to Association purchasing procedures and other policies</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>Serves in professional staff on call rotation and responds to student crises and critical issues as needed</li> <li>Communicates respectfully with a diverse community and promotes and strengthens inclusivity and social justice awareness in the residence halls</li> <li>Completes departmental projects as assigned</li> <li>Serves as a visible and active representative of Residential Life within the residential and campus community</li> <li>Attends professional training programs and participates in appropriate professional organizations, conferences, and research activities to remain current in the field. Actively pursues opportunities to establish and maintain professional network and formally present information to colleagues</li> <li>Serves as appropriate on departmental, divisional, and institutional committees</li> <li>Other duties as assigned</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>Bachelor's degree from an accredited institution in Student Personnel Administration, Counseling or a field related to student affairs <ul style="list-style-type: none"> <li>Master's degree preferred</li> </ul> </li> <li>Minimum three (3) years experience in a campus-based housing program, at an intermediate level</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$20.19 – \$22.11 per hour (\$42,000 - \$46,000), DOE. Salary will be commensurate with education and experience.</b> Benefits include medical, dental, vision, 401K and life insurance; vacation, sick leave and holiday pay.
<b>FILING DEADLINE:</b>	<b>Application review begins March 17, 2022; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/">https://auxiliary.fresnostate.edu/association/hr/</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.