

California State University, Fresno Foundation

RESIDENTIAL LIFE & STUDENT CONDUCT COORDINATOR – FRESNO STATE STUDENT HOUSING

JOB ANNOUNCEMENT #24-615

POSITION SUMMARY:	<p>Full-time, benefited position with Fresno State Student Housing through the California State University, Fresno Foundation. Under the general direction of the Assistant Director of Housing, this position as Residence Life Coordinator is responsible for administrative support of the Residence Life Program that provides an on-campus living/learning environment within the residential facilities. The Residence Life Coordinator will assist in the efforts of the paraprofessional staff (Resident Directors, Assistant Resident Directors, Resident Advisors) and supervise the Public Safety Assistants and Public Safety Student Coordinator. In addition, the Residence Life Coordinator is responsible for resident conduct cases, the development and implementation of in-service training, and continuous staff development to create a living/learning environment for the residential community.</p>
ESSENTIAL JOB FUNCTIONS:	<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>Supervision of Residence Life Program/Staff:</p> <ul style="list-style-type: none"> • This position supervises the Public Safety Assistants, Public Safety Student Coordinator, and indirectly supervises the remaining Residence Life staff members. • Prepare and implement Fall and Winter Residence Life Training and on-the-job training on a variety of subjects pertinent Residence Life Staff. • Hold regular one-on-one and staff meetings to problem solve, plan, implement and continue training. • Meet with the residence life leadership team weekly to discuss upcoming events, continue training and staff development. • Conduct performance evaluations for the Residence Life team. • Assist with the coordination of the hiring process for the Residence Life and Summer Conference Staff in early spring and as needed throughout the year. <p>Student Conduct:</p> <ul style="list-style-type: none"> • Serve as Conduct Hearing Officer for cases involving violations of residence hall policies. • Consistently enforce University and residence hall regulations through counseling, educational discipline, and effective follow-through with the Assistant Director and Student Affairs (when applicable). • Review significant discipline concerns as determined by, and in consultation with, the Assistant Director of Housing. Make recommendations regarding appropriate action, follow-through on all cases to the extent feasible, and keep others informed of developments. • Take appropriate and timely action with discipline. • Follow up with appropriate communication via letters to residents, in-person meetings, or email. • As necessary, call floor section/hall meetings to address behavioral concerns. • Organize and maintain accurate conduct files for all cases within the Maxient database. • Refer continuous discipline concerns to the Assistant Director of Housing. <p>Community Development:</p> <ul style="list-style-type: none"> • In conjunction with staff and residents, plan and implement housing-wide programs each month that promote a sense of community, consideration of one’s neighbor, and responsible freedom. • Collaborate with campus departments and off campus groups to implement the monthly housing programs. • Build relationships with staff and residents to promote a positive living environment. • Assist in the programming efforts of the Residence Life Staff when appropriate. <p>On-Call:</p> <ul style="list-style-type: none"> • In conjunction with the Coordinator of Housing Operations, Assistant Director of Housing and Director of Housing, provide weekly on-call coverage for evening and weekend hours.

	<ul style="list-style-type: none"> • Be available by phone to respond to calls by the Residence Life Staff or other housing staff. • Respond to incidents in the residence halls that require professional intervention. • Notify proper authorities (i.e., Campus Police, Director and Assistant Director of Housing, etc.) when situations warrant. <p>Administrative/Organization/Other Responsibilities:</p> <ul style="list-style-type: none"> • Prepare job descriptions and other administrative tasks associated with the hiring of new and returning staff. • Continue updating and revising the “Student Housing Residence Life Staff” training, manual and implement changes as deemed necessary. • Recommend changes for the <u>Student Housing Student Handbook</u>. • Assist with Student Housing events (i.e., Opening, Preview Day, Closing, Summer Conferences, etc.). • Review previous marketing materials and offer suggestions for new brochures. • Continue professional development growth by attending campus training sessions. • Meet weekly with the Assistant Director of Housing. • Coordinate and assist projects with all senior staff members • Other duties may be assigned.
POSITION REQUIREMENTS:	<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> <p>Required:</p> <ul style="list-style-type: none"> • Bachelor’s degree from an accredited institution • Two (2) years of administrative or related work experience • Ability to lead/be a role model to undergraduate students in a living/learning environment. • Supervisory and leadership ability • Strong organizational and problem-solving skills • Excellent communication, collaboration, listening and interpersonal skills • Demonstrated ability to foster positive and productive relationships with all campus constituencies, including institutional leaders, faculty, staff, students, and parents and families • Demonstrated cultural competence; proven effectiveness in serving the needs of a diverse undergraduate student population • Ability to balance competing demands under pressure • Experience with, or the ability to learn, computer systems and applications, including StarRez, Maxient, and Grades First • Ability to adapt as needed to the University’s year-round calendar <p>Preferred:</p> <ul style="list-style-type: none"> • Two years of Resident Life experience preferred • Previous counseling/advising experience preferred
COMPENSATION:	\$4,000.00 per month. Benefits include health, dental, vision, life, 401(k), vacation, sick, and holiday pay.
DEADLINE:	Application review begins May 30, 2024 ; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</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.

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