



**Wherever your story's starting  
point, here –  
at Cal Poly Humboldt –  
your future is found.**

Cal Poly  
**Humboldt.**

## **Residence Life Coordinator**

### **Housing and Residence Life**

**Job #524453**

**Open Until Filled**

#### **At Cal Poly Humboldt, bold hearts and open minds shape the future.**

Founded in 1913, Cal Poly Humboldt began as a small college for teachers. Today Humboldt has grown into a comprehensive university with rigorous science and liberal arts programs. Designated a polytechnic in 2022, Cal Poly Humboldt provides hands-on, impactful educational opportunities that lead to meaningful, measurable outcomes for the individual, for the state, and the world.

Cal Poly Humboldt is proud to have nearly 6,000 students of all backgrounds spread across 61 majors, 13 graduate programs, and 4 credential programs – all of whom contribute passion and creativity within their fields and set the stage for a future grounded in equity and sustainability. Hands-on learning, inspired teaching, ground-breaking research, and thought-provoking creative activity happen daily at Humboldt.

Finding a better future is a task for the bold and open, the down-to-earth and visionary. Cal Poly Humboldt strives to cultivate these qualities in leaders, innovators, and scholars in every field.

**(Job #524453) Student Services Professional II, Residence Life Coordinator, Salary Range:**

**\$4,610–\$6,556 monthly (\$55,320– \$78,672 annually). Anticipated Salary: \$4,610 monthly (\$55,320 annually).** This is a full-time, benefited, exempt, 12-month pay plan, permanent position with a one-year probationary period in Housing and Residence Life. This position comes with a premium benefits package that includes outstanding vacation, medical, dental, and vision plans, life insurance, voluntary pre-tax health and dependent care reimbursement accounts, a fee waiver education program, membership in the California Public Employees Retirement System (PERS), and 14 paid holidays per year. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

**Position Summary:** Professional, full-time, live-in position in Residence Life. Responsible for student, community, and social justice advocacy within the residence halls; comprehensive oversight of 4 – 12 student leaders, including one Student Assistant, and oversight for learning communities in the Housing & Residence Life areas. This position is responsible for the coordination of housing initiatives that foster curricular and co-curricular engagement for students living on campus. Involvement with professional associations, university committees, events, and functions is strongly encouraged and supported. Educators interested in working with a socially just, team-orientated, academically centered, and environmentally responsible organization are strongly encouraged to apply.

#### **Key Responsibilities:**

Under the leadership of the Senior Director for Housing & Residence Life and supervision from the Assistant Director and Area Coordinator in the Department of Housing & Residence Life, the Residence Life Coordinator has the following duties and responsibilities:

- Living Learning Community (LLC) / Theme Housing Management – Collaborate with relevant campus stakeholders to provide academic and interest-based Housing options. Regularly assess need / effectiveness of LLC's and Theme communities
- Assessment – Develop and implement an online survey through the Housing and Residence Life web page to focus on issues impacting the residence hall communities. Provide leadership and training for all Housing and Residence Life staff in strategic goal setting, development of measurable learning outcomes, and create a culture of assessment in Housing and Residence Life, Provide support to evaluate the impact of academic initiatives in the residence halls.
- Community Action Conference (Conduct) – Review information reports; hold community action conferences to determine responsibility in incidents; issue findings; develop and administer educational sanctions focused on student development; attend student conduct norming meetings.
- Professional Staff Team Member – Attend weekly meetings with supervisor; promote and execute Residence Life mission statement: The intention of Residence Life is to focus on the education and holistic growth of the student by creating a safe, socially just, and environmentally responsible community; support the university mission; prepare and attend professional development programs; participate in departmental planning efforts; develop goals and objectives for each year; complete administrative paperwork; coordinate with Housing divisions; cultivate mutually supportive

relationships with the campus community; serve as a positive role model and mentor for new members of the team.

- Advise Student Leadership Organizations - Advise and encourage area council; meet with council executive members weekly; assist with Residence Hall Association initiatives and advise delegations or committees for regional and national conferences.
- Mentoring & Advising Residents - Help facilitate student growth and development; provide necessary referrals to campus resources; mediate conflicts; promote the Community Respect Statement; foster a sense of community and health within the residence halls.
- Duty/Emergency Response - Participate in system-wide evening, weekend, and holiday on-call duty rotation; follow National Incident Management System (NIMS) protocols; monitor and report Cleary Act violations; respond to emergencies and crises. The job requires moderate physical effort when responding to emergencies. Moderate physical effort includes quickly responding to the scene of fire alarms, walking up hills and stairs, and carrying duty supplies. These tasks may need to be done during power outages and/or elevator malfunctions.
- Other Duties as Assigned - Participate in special projects or other assigned work.

**Knowledge, Skills, and Abilities Associated with this Position Include:**

Working knowledge of:

- Practices, procedures, and activities related to student services programs

General knowledge of:

- Methods and problems of organizational and program management
- Research and interview techniques
- Principles of individual and group behavior

Skills:

- Solid administrative and organizational skills
- Effective interpersonal and intercultural communication skills
- Computer proficiency

Ability to:

- Interpret and apply program rules and regulations
- Use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements
- Obtain factual and interpretative information through interviews; reason logically
- Collect, compile, analyze and evaluate data and make verbal or written presentations based on these data
- Advise students individually and in groups on routine matters where required
- Recognize multicultural, multi-sexed and multi-aged value systems and work accordingly
- 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

- Rapidly acquire a general knowledge of HSU's overall operation, functions and programs
- Make decisions and carry through actions having implications with regard to other program or service areas
- Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.

**Minimum Qualifications:**

Education: Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities listed above may be substituted for the required education on a year-for-year basis. Experience: Two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master's degree in a job-related field may be substituted for one year of the professional experience.

**Preferred Qualifications:**

- Master's Degree in Student Affairs Administration, College Student Personnel, Higher Education, Counseling, Sociology, Social Work or other related field
- Experience working with on-campus housing and advising special interest groups (non-traditional, cultural, LGBTQQIA, etc.)
- Ability to speak Spanish

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials by clicking the **Apply Now** button:

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references

**Application Deadline:** The deadline to submit application materials for first review is Wednesday, October 4, 2023. This position is open until filled.

Any inquiries about this recruitment can be directed to [careers@humboldt.edu](mailto:careers@humboldt.edu) or Cal Poly Humboldt's Human Resources Office at (707) 826-3626.

We acknowledge that Cal Poly Humboldt is located on the unceded lands of the Wiyot people, where they have resided from time immemorial. We encourage all to gain a deeper understanding of their history and thriving culture. As an expression of our gratitude we are genuinely committed to developing trusting, reciprocal, and long lasting partnerships with



the Wiyot people as well as all of our neighboring tribes. Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Working in the state of California is a condition of employment for this position. Even if part or all of an employee's assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.

CSU strongly recommends that all individuals who access any in-person program or activity (on- or off-campus) operated or controlled by the University follow COVID-19 vaccine recommendations adopted by the U.S Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications and comply with other safety measure established by each campus. The systemwide policy can be found at [CSU Vaccination Policy](#) and any questions you have may be submitted to [hr@humboldt.edu](mailto:hr@humboldt.edu).

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. This position may be considered a "Campus Security Authority", pursuant to the Clery Act, and is required to comply with the requirements set forth in CSU Executive Order 1107 a condition of employment.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. HI-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at [www.humboldt.edu](http://www.humboldt.edu).

Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be 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 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 3082



Publication Date: September 20, 2023

