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Helpful Links

- San Jose State University: http://www.sjsu.edu
- San Jose State University—Virtual Tour: http://www.sjsu.edu/soar
- University Housing Services: http://www.housing.sjsu.edu
- SJSU Division of Student Affairs: http://www.sjsu.edu/studentaffairs
Welcome!

Thank you for your interest in a position with University Housing Services (UHS) at San José State University. SJSU, part of the California State system, is an urban campus home to approximately 30,000 undergraduate and graduate students.

On-campus, we are a multicultural community that strives to create inclusive environments and foster the development of 3,800 residential students. We encourage you to visit our website to take a virtual campus tour, discover who our students are, and learn more about life as a staff member in UHS and at SJSU.

Who We Are

UHS is divided into four areas: Administrative Operations (licenses and contracts); Facilities (maintenance and custodial); Organization and Planning (strategic planning and assessment); and Residential Life (care, counsel, advise and educate). Each department is staffed with an Associate Director and 1-2 Assistant Directors/Coordinators that make up their area’s leadership team.

We employ 75+ full time staff members with more than 300 student staff members. Specifically in Residential Life, we are staffed with the Associate Director (Stephanie Hubbard), and two Assistant Directors, Natina Gurley (AD for Conduct and Education) and Matthew Jones (AD for Staffing, Leadership, and Special Projects).

In each residence hall, there are 1-2 Residential Life Coordinators (RLC) and 1-2 Assistant Residential Life Coordinators (ARLC). The building’s leadership team manages all aspects of their 600-1,500 bed residential community with 10-24 Resident Advisors (RA).

Who We Are Looking For

We are looking for diverse, energetic, and creative individuals who are committed to creating inclusive communities in the residence halls and on campus. Our staff share that they are looking for the following: individuals who can inspire a team and motivate others; people who love working in housing; individuals who are flexible and can deal with change; individuals who are respectful, trustworthy and reliable; individuals with strong attention to detail and excellent administrative skills; individuals who understand the education of social justice and privilege and how it affects us as members of the community; individuals who are committed to mentoring and making positive change to our department; and people who LOVE to have fun!
Founded in 1857, San José State University is the oldest public institution of higher education on the West Coast. SJSU began as Minns’ Evening Normal School in San Francisco in 1857 and became a state school — the California Normal School — created by the California legislature in 1862.

In subsequent years, several cities attempted to get the school to relocate, but San José was selected by the California legislature in 1870. The cornerstone of the new school building at the Washington Square site, donated by the City of San José, was laid on October 20, 1870. The building was completed in 1871 and students and faculty moved from San Francisco to San José.

Our name has evolved along with the institution. In 1921 San José State Normal School became San José State Teachers College, later renamed San José State College in 1935, later renamed California State University, San José in 1972 when it achieved university status, and finally, San José State University in 1974. In 1942, by 10 votes, the student government decided that “Spartans,” not the “Golds,” would be the official university mascot.

SJSU students have been activists throughout the university’s history. In 1941, the San José State College (SJSC) football team was in Honolulu at the time of the Pearl Harbor bombing. Team members assisted city police in enforcing blackout and guarding the city water supply. Many of those who volunteered enlisted and some never returned. A total of 4,200 students and alumni served in World War II and 182 gave their lives. During the 1960s and 1970s, students marched in response to the Kent State shootings and participated in protests during the Civil Rights Movement.

San José State University Today
Today, SJSU is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges. SJSU's location in the Silicon Valley makes it an exceptionally rewarding learning environment for students. SJSU continues to draw students from California and beyond. We currently enroll over 30,000 students and we reached cultural pluralism, with no ethnic majority, in 1993; SJSU remains an example of diversity for other universities.

Silicon Valley firms and agencies seek SJSU students for internships, summer work programs and assistance with research and development projects. More SJSU graduates are employed by companies in the surrounding area than from any other university in the nation. SJSU is the number one supplier of education, engineering, computer science and business graduates to Silicon Valley, the world’s high tech capital.

Considered “the diamond of the Silicon Valley,” SJSU’s location in the Bay Area, the surrounding community, the staff and its resources, offer amazing opportunities for the successful candidate.
Mission
In collaboration with nearby industries and communities, SJSU faculty and staff are dedicated to achieving the university’s mission as a responsible institution of the State of California. To enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of our society, and to expand the base of knowledge through research and scholarship.

For both undergraduate and graduate students, the university emphasizes the following goals:

- In-depth knowledge of a major field of study.
- Broad understanding of the sciences, social sciences, humanities, and the arts.
- Skills in communication and in critical inquiry.
- Multi-cultural and global perspectives gained through intellectual and social exchange with people of diverse economic and ethnic backgrounds.
- Active participation in professional, artistic and ethnic communities.
- Responsible citizenship and an understanding of ethical choices inherent in human development.

Shared Values

Learning
We value education above all. The academic freedom of faculty and students is vital to our role of promoting lifelong learning through intellectual inquiry, scholarship and the pursuit of knowledge.

Student Success
We place our highest priority on ensuring the academic success and personal growth of San José State University students.

Excellence
We hold ourselves to the highest standards and support continual improvement and innovation in all we do.

Integrity
We are accountable for our actions and expect honesty and fairness in all our work and interactions.

Diversity
We value and respect diversity, inclusion, civility and individual uniqueness and recognize the strength these factors bring to our community and learning environment. All of our interactions should reflect trust, caring and mutual respect.

Community
We value collaborative relationships within and beyond the campus in order to best serve our mission.
SJSU Facts & Statistics: Fall 2014 Snapshot

Prominent SJSU Alumni

Ben Highthorse Campbell, a former U.S. Senator from Colorado. The first Native American to serve in the U.S. Senate.

Gordon Moore, Co-founder of Intel Corporation.

Jessica McClintock, Fashion Designer.

Christopher Darden, Attorney and member of the prosecution team in the O.J. Simpson trial.

Bill Walsh, Former Super Bowl winning head coach of the San Francisco 49ers.

Amy Tan, Novelist, author of “The Joy Luck Club”

Tommie Smith and John Carlos, 1968 Olympic Track Medalists.

Luis Valdez, Prize-winning playwright, film actor and director.

Top 5 Most Popular Majors

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Rank</th>
<th>% Total</th>
</tr>
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<tbody>
<tr>
<td>Psychology</td>
<td>1</td>
<td>4.9%</td>
</tr>
<tr>
<td>Bus Admin/Accounting</td>
<td>2</td>
<td>3.6%</td>
</tr>
<tr>
<td>Bus Admin/Marketing</td>
<td>3</td>
<td>3.2%</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>4</td>
<td>3.1%</td>
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</table>

<table>
<thead>
<tr>
<th>Graduate</th>
<th>Rank</th>
<th>% Total</th>
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<tr>
<td>Software Engineering</td>
<td>1</td>
<td>16.2%</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>2</td>
<td>11.2%</td>
</tr>
<tr>
<td>Library and Information Sciences</td>
<td>3</td>
<td>7.8%</td>
</tr>
<tr>
<td>Social Work</td>
<td>4</td>
<td>5.3%</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>5</td>
<td>4.6%</td>
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Gender and Ethnicity

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th>% Total</th>
<th>Male</th>
<th>Female</th>
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<tbody>
<tr>
<td>University Total</td>
<td>32,713</td>
<td>100%</td>
<td>16,463</td>
<td>16,143</td>
</tr>
<tr>
<td>American Indian</td>
<td>44</td>
<td>0%</td>
<td>19</td>
<td>25</td>
</tr>
<tr>
<td>African American</td>
<td>1,029</td>
<td>3%</td>
<td>501</td>
<td>528</td>
</tr>
<tr>
<td>Asian</td>
<td>10,381</td>
<td>32%</td>
<td>5,541</td>
<td>4,840</td>
</tr>
<tr>
<td>Hispanic</td>
<td>7,407</td>
<td>23%</td>
<td>3,297</td>
<td>4,110</td>
</tr>
<tr>
<td>Total Minority</td>
<td>19,103</td>
<td>58%</td>
<td>9,473</td>
<td>9,523</td>
</tr>
<tr>
<td>White</td>
<td>7,112</td>
<td>22%</td>
<td>3,585</td>
<td>3,527</td>
</tr>
<tr>
<td>Foreign National</td>
<td>3,580</td>
<td>11%</td>
<td>1,935</td>
<td>1,645</td>
</tr>
<tr>
<td>Other</td>
<td>2,918</td>
<td>9%</td>
<td>1,470</td>
<td>1,448</td>
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Percentage of Fall 2013 students returning Fall 2014

<table>
<thead>
<tr>
<th></th>
<th>% 1st Year Retention</th>
<th>% Good Standing</th>
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<tbody>
<tr>
<td>First-time Freshman</td>
<td>86.4%</td>
<td>92.8%</td>
</tr>
<tr>
<td>New Undergraduate Transfer</td>
<td>87.3%</td>
<td>99.8%</td>
</tr>
<tr>
<td>New Credential</td>
<td>86.3%</td>
<td>100.0%</td>
</tr>
<tr>
<td>First-time Graduate</td>
<td>89.4%</td>
<td>95.7%</td>
</tr>
</tbody>
</table>

SPARTAN FIGHT SONG

Fight on for dear old San Jose State;
Fight on for victory!
We are with you in every way.
No matter what the price may be!
Onward for Sparta noble and true,
Fight hard in everything you do!
And so we’ll Fight! (RAH!) Win! (RAH!)
March onward down the field and we will win the day!
S...J...S...U...S...J...S...U...SAN JOSE STATE!
Our Residence Halls

**Campus Village Building A** (CVA) houses approximately 200 SJSU faculty, staff, graduate, and undergraduate students, with priority given to junior and senior students. The building is managed by an Assistant Residential Life Coordinator who oversees building management and programming along with the CVB Residential Life Coordinators. CVA is staffed with four Resident Advisors. Each apartment in CVA includes a washer and dryer. The main floor offers a library in which most community events are held. No meal plan is required in CVA.

Campus Village Building A (CVA) houses approximately 200 SJSU faculty, staff, graduate, and undergraduate students, with priority given to junior and senior students. The building is managed by an Assistant Residential Life Coordinator who oversees building management and programming along with the CVB Residential Life Coordinators. CVA is staffed with four Resident Advisors. Each apartment in CVA includes a washer and dryer. The main floor offers a library in which most community events are held. No meal plan is required in CVA.

**Campus Village B** (CVB Apartments) is the location of apartments designed primarily for upper-division students, and includes the Resident Activities Center, Computer Lab, the Living and Learning Center and the Village Market. It is the centerpiece of Campus Village with a 15-story tower which 1,550 students call home. It features one bedroom studios, and 3, 4, and 5 bedroom apartments equipped with a kitchen and living room area and 1-2 private bathrooms. CVB also offers co-ed apartments. No meal plan is required for students in CVB.

Campus Village Building A (CVA) houses approximately 200 SJSU faculty, staff, graduate, and undergraduate students, with priority given to junior and senior students. The building is managed by an Assistant Residential Life Coordinator who oversees building management and programming along with the CVB Residential Life Coordinators. CVA is staffed with four Resident Advisors. Each apartment in CVA includes a washer and dryer. The main floor offers a library in which most community events are held. No meal plan is required in CVA.

Campus Village B (CVB Apartments) is the location of apartments designed primarily for upper-division students, and includes the Resident Activities Center, Computer Lab, the Living and Learning Center and the Village Market. It is the centerpiece of Campus Village with a 15-story tower which 1,550 students call home. It features one bedroom studios, and 3, 4, and 5 bedroom apartments equipped with a kitchen and living room area and 1-2 private bathrooms. CVB also offers co-ed apartments. No meal plan is required for students in CVB.

**Campus Village C** (CVC Suites) houses 600 first-year students. Students enjoy suite-style housing facilities with spacious floor plans and a variety of amenities that offer all the comforts of home as well as community lounges on each floor. Each suite comes with four double rooms and two bathrooms. CVC is home to two themed communities: CELL, the engineering community, and BUILD, for our future business leaders. A meal plan is required for students in CVC.

Campus Village C (CVC Suites) houses 600 first-year students. Students enjoy suite-style housing facilities with spacious floor plans and a variety of amenities that offer all the comforts of home as well as community lounges on each floor. Each suite comes with four double rooms and two bathrooms. CVC is home to two themed communities: CELL, the engineering community, and BUILD, for our future business leaders. A meal plan is required for students in CVC.

**The Bricks**, (Hoover, Royce and Washburn) offer traditional style living-learning environments for approximately 250 students each. Each hall is divided into 6 wings, a design which helps promote community among the residents. Rooms in the Bricks are double and triple occupancy rooms with one community bathroom on each wing. Meal plans are required for students in the Bricks.

The Bricks, (Hoover, Royce and Washburn) offer traditional style living-learning environments for approximately 250 students each. Each hall is divided into 6 wings, a design which helps promote community among the residents. Rooms in the Bricks are double and triple occupancy rooms with one community bathroom on each wing. Meal plans are required for students in the Bricks.

**Joe West Hall** is one of our largest and most diverse halls at 12 stories high and houses over 650 first-year residents. Joe West provides single, double, and triple occupancy rooms and is equipped with two elevators and does not have air conditioning. Arts Village, Global Village, Rainbow Village, and our new Black Scholars themed communities all call the building affectionately known as the “Waffle House” home. Meal plans are required for students in Joe West.

Joe West Hall is one of our largest and most diverse halls at 12 stories high and houses over 650 first-year residents. Joe West provides single, double, and triple occupancy rooms and is equipped with two elevators and does not have air conditioning. Arts Village, Global Village, Rainbow Village, and our new Black Scholars themed communities all call the building affectionately known as the “Waffle House” home. Meal plans are required for students in Joe West.
The Bricks (Two ARLCs)
- Comprised of three traditional-style residence halls: Hoover, Washburn, and Royce
- Houses predominately first-year students in triple or double occupancy rooms.
- Co-supervision of three hall desks, with Office Assistants, and a total of 15 RAs including one Senior RA
- Generally, one ARLC lives in Washburn apartment and one ARLC lives in the Hoover apartment
- ARLCs/RLCs have their own office within their hall
- Closed for winter break and used for conferences in the summer. RLCs/ARLCs stay in their apartment through their entire contract, including breaks.

Joe West Hall (Two ARCLs)
- Oversee a traditional high-rise building housing all first-year students
- Co-supervision of 20 RAs, including one Senior RA and four Theme Community RAs in Global Village, Black Scholars, Rainbow Village, and Arts Village
- Offers triple, double, and single occupancy rooms
- Campus mailroom located on main floor
- Main floor used as a pass through for Campus Village residents to access the Dining Commons
- ARLCs share a three bedroom, one bathroom unit in either CVB or CVC with another ARLC and have their own office space in Joe West
- Closed for winter break and used for conferences in the summer; ARLCs stay in their apartment through their entire contract, including breaks

Campus Village Building A: (One ARLC)
- CVA has one ARLC who directly supervises three Resident Advisors and one Senior Resident Advisor.
- Faculty, staff and graduate apartments generally on the 8th floor & junior and senior students on floors 1-7
- Apartments for undergraduate students are rented by bed space only, co-ed options available, and priority is given to juniors and seniors
- ARLC has a one-bedroom, one-bathroom unit with CVA
- Open year-round; ARLCs stay in their apartment through their entire contract, including breaks

Campus Village Building B (Two ARLCs)
- Oversee an apartment-style building housing up to 1,550 primarily upper-division residents
- CVB has two RLCs, two ARLCs and 24 RAs including one Senior RA
- CVB courtesy desk staffed primarily by RAs and supplemented by Office Assistant staff
- ARLCs share a three bedroom, one bathroom unit in either CVB or CVC with another ARLC and have their own office space in CVB
- Open year-round; ARLCs stay in their apartment through their entire contract, including breaks

Campus Village Building C (Two ARLCs)
- Oversee a suite-style building housing predominately first-year students
- Home to two themed communities, Business Innovation and Leadership Development (BUILD) and the Community for Engineering Living and Learning (CELL)
- Co-supervision of 14 RAs including one Senior RA and four Theme Community RAs
- CVC courtesy desk staffed primarily by RAs
- First-year student athletes often live in CVC
- CVC ARLCs share a three bedroom, one bathroom unit in either CVB or CVC with another ARLC and have their own office space in CVC
- Closed for winter break and used for conferences in the summer; ARLCs stay in their apartment through their entire contract, including breaks.
UHS Organizational Chart

San Jose State University
University Housing Services
Organizational Chart
AY 2014-2015

Matthew Rees
Intern Director & Chief Housing Officer
MPP-Admin III

VACANT
Administrative Assistant
AAS II

Margaret Hom
Associate Director
Facilities Operations
MPP-Admin II

Ruben Alva
Assistant Director
Custodial Operations
MPP-Admin I

Monica Escotio
Facilities Administrative Coordinator
AAS II

Chuck Wu
IT Coordinator
Analyst Programmers
MPP-Admin I

Patty Ho
Web/Technical Support
Specialist
Info Tech Consultant: Career

Kevin Brown
Community Relations Coordinator
AAS II

Gina Lombardo
Associate Director
Financial Operations
MPP-Admin II

Kim Smith
Procurement Coordinator
AAS I

Jenny Escotio
Accountant III

Rochelle Delucchi
Assistant Director, Administrative II
Conference Services
AAS II

Michael Then
Front Office Coordinator
AAS I

Inna Nazarian
Assignments Coordinator
AAS I

Leo Young
Conference Coordinator
AAS I

Custodians
Maria Alvarado
Wilfredo Andaya
Evelia Barragan
Celia Bueno
Maria Ana Carrasco
Paulino Ecuador
Martha Garibay
Mike Lara
William Leslie
Emma Manzon
Manuel Nambo
Margaret Padilla
Florence Rico
2 vacancies

150 student workers

Rev. 11/20/2014

SAN JOSE STATE UNIVERSITY

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Under the direction of the Residential Life Coordinator (RLC), the Assistant Directors for Residential Life, and the Associate Director of Residential Life, the Assistant Residential Life Coordinator (ARLC) is responsible for working closely with other University Housing Services (UHS) staff members to develop and maintain an atmosphere that promotes residential communities through excellence in academics and personal development opportunities for students.

ARLCs are charged with working with other UHS staff members to develop communities that involve students, faculty and staff. Developing the holistic student is an intentional goal of this position. As an employee of UHS, each ARLC will adhere to, administer, and enforce policies and procedures as outlined in the Residential Life Staff Manual and the UHS Community Living Handbook.

The ARLC’s role may encompass the following: para-professional staff oversight and development; programming and student development; crisis management, counseling and mediation; conduct; administration; and advising student groups. The ARLC serves as a resource to both residents and staff and shall uphold the mission, ethical guidelines, goals and policies of UHS and San Jose State University.

The ARLC will assist the RLC in managing a residential community of 200-1,500 students. Classified as a Student Assistant position, this position is an “at will” position and is subject to release at any time.

**Qualifications**

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the qualifications, knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.
2. Graduate students must be in good standing with the university and possess a minimum 2.500 cumulative GPA throughout the period of employment. Please note that GPA does not round up, any GPA below a 2.500 (2.499 or below) may make you ineligible to remain in the position. Release from position and/or employee probation may be required for staff members that drop below the 2.500 GPA requirement.
3. Skills and awareness in: communication; diversity and community standards; community development; programming; teamwork; personal management; advising; counseling; and work direction.
4. General knowledge of the personal and social problems typically encountered by college students.
5. Ability to assess group and individual needs.
6. Strong administrative and computer skills and/or possess the ability to learn.
7. General capacity for effective interpersonal relationships with students and staff.
8. Candidates are preferred to be a/or in the process of having matriculated graduate student status with SJSU (i.e. applying, accepted, enrolled and/or currently a student) during time of application. Candidates will not be able to accept offers of employment until they have been accepted into an academic program.
9. Prior experience in a group living, residence life or housing environment, involvement with student activities, and interaction with diverse student populations preferred.
10. Candidates must successfully complete a background check (fingerprinting) **prior** to being officially offered the ARLC position.
Required Knowledge, Skills and Abilities

1. Thorough knowledge of English grammar, business writing, punctuation and spelling; ability to compose and appropriately format correspondence and reports
2. Ability to rapidly acquire a general knowledge of overall operation, functions and programs of community
3. Ability to take initiative in planning work assignments and in implementing long-range program improvements
4. Ability to collect, compile, analyze, and evaluate factual data and make oral or written presentations based on data
5. Ability to advise students individually or in groups on routine matters, and general knowledge of principles of individual and group behavior
6. Ability to maintain dignity and self-control in stressful situations; ability to respond to emergency and crisis situations
7. Ability to establish and maintain cooperative working relationships with students, staff, faculty, administrators, and private and public agencies
8. Working knowledge of software applications such as word processing, spreadsheet, and database management
9. Ability to perform accurately in a detail-oriented environment, and to handle multiple work priorities, organize and plan work and projects
10. Ability to maintain confidentiality and appropriately handle sensitive communications with employees and external agencies
11. Ability to quickly learn and apply a variety of SJSU, CSU, state and federal policies and procedures
12. Strong oral and written communication skills
13. Excellent customer service and public relations skills

Preferred Knowledge, Skills and Abilities

1. Working knowledge of practices, procedures and activities related to student Residential Life programs.
2. General knowledge of interviewing and counseling techniques, and ability to listen and reason logically.
3. General knowledge of group facilitation, oral presentation and public speaking skills.
4. General knowledge of research methods, and ability to interpret program policies applicable to student residence halls.

Expectations of Employment

1. The ARLC is expected to serve as a role model for all residence community policies and procedures through day to day interaction with students and staff as well as through online sources (i.e. Facebook, Twitter, e-mail, etc.). Failure to serve as a positive role model may result in release from position.
2. Maintain the required 2.500 minimum G.P.A. throughout the term of employment. The Assistant Director for Residential Life will complete continual grade checks to ensure compliance with the academic requirements of the position. Release from the position may be required for staff members that drop below the 2.500 GPA.
3. Maintain full-time academic status (9 units per semester) throughout the term of employment. Employees must not register for more than 12 units per semester. Any exceptions must have prior approval of the Associate Director of Residential Life.
4. The ARLC must be available to residents and staff during office and evening hours as well as weekends and must be willing to commit a significant amount of time (approximately 20 hours a week in addition to scheduled on-call shifts) to the position. This includes providing hall coverage during some vacation and holiday periods, which includes, but is not limited to, Thanksgiving, Winter Break and Spring Break, when the halls remain open. Specific weekends to be present include, but not limited to: Leadership Retreats, Training, Homecoming, Fall Preview Day, RA Interview Day & Admitted Spartan Day.
5. The ARLC must follow on-call expectations as developed by the Residential Life Leadership Team. On-Call consists of holding the on-call phone to answer questions/support staff/respond to incidents during emergencies and crises. Guidelines and procedures will be communicated through the Professional Staff Manual and in training and staff meetings.
6. The period of employment for this live-in position is an 11 month, temporary, renewable (it is an 11 month appointment with the possibility of continued employment during the summer and the next academic year. Consideration will be given to candidates who have excelled in the position, will continue in the role of a graduate student and based on staffing needs). Specific dates are as follows:

   Fall 2015 start date: July 13 or thereafter (subject to change based on start date)
   Spring 2016 end date: June 15 (move-out will be coordinated with your supervisor)
ARLC Position Overview & Expectations (continued)

7. All ARLC staff positions run through all holidays between the Fall Start Date and the Spring End Date. ARLCs will be required to participate in an on-call rotation during vacation periods, holidays, and/or campus closures. This will be determined by the Residential Life Leadership team.

8. Training is required of all UHS staff and will involve extensive hours in addition to working some weekends in order to provide time for staffs to gain key skills, learn policies, procedures, and resources, and build a strong team. These are all critical components to being successful in this position. Active participation in Residential Life Team training occurs beginning in mid-July and prior to the beginning of the Fall semester and Spring semester
   - New staff orientation dates: July 13 – 14, 2015 (subject to change based on start date)
   - Fall Residential Life Team training dates: July 16 – 28, 2015
   - Spring Residential Life Team training: Week of January 4 – 8, 2016 (subject to change)

9. Active participation in student staff training which occurs prior to the beginning of the Fall and Spring semesters, as well as presenting and participating in on-going system wide and area staff in-service training programs and meetings.
   - Fall RA training: July 29 – August 14, 2015
   - Spring RA training: January 14 – 23, 2016
   - Staff meetings: Wednesdays from 7 – 10pm

10. Attendance at Residential Life departmental meetings is required. Meetings occur every Wednesday morning from 10:00am – noon. Exceptions will only be made for academic classes or unexpected emergencies. Absences must receive prior approval from your supervisor.

11. Participation in the opening and closing of the halls and apartments prior to the beginning of the Fall and Spring semesters and throughout the academic year. CVB apartments will be open year round; new residents check in for the 2015-2016 academic year on August 15, 16, and 17. CVB closes on May 29, 2016. The halls (CVC, Bricks & Joe West) open August 15, 16, and 17, 2015 and close December 17, 2015 for the Fall semester. Buildings reopen January 24, 2016 for the Spring semester and will officially close on May 25. Preparation for and implementation of opening and closing of the halls may include, but is not limited to: administrative preparation, programmatic preparation, logistical preparation, and physical preparation of floors/suites/apartments, hall/area, and lounges for opening and closing.

12. Renewal for employment for the next year is contingent upon on-going satisfactory job performance evaluation by the supervisor and department need. Satisfactory job performance evaluation is defined as meeting expectations as defined by the job evaluation in all areas of the job description. As noted, this is an “at will” position, meaning that staff members can/may be released at any time.

13. Each staff member will receive a performance evaluation at the end of each semester. Satisfactory job performance is determined by the Residential Life Leadership Team.

14. All ARLCs that have been offered and accepted the position MUST read through the Basic Functions and Responsibilities of the position and initial each section. Initials signify a clear understanding of the section’s expectation. Each ARLC must sign and date the overall job description as an understanding that they have read through and agree to all expectations. Additionally, ARLCs must sign and return the offer letter provided.

15. ARLCs are not allowed to keep pets that violate the standard University Housing Services student pet policy.

16. ARLCs may not have live-in partners, relatives, or friends, other than their assigned roommate.

17. Any outside employment must be communicated to, and approved by, your supervisor.

Functions And Responsibilities

The ARLC will work with their RLC to create a vibrant, intentional and student-centered community. The ARLC works in the supervision of the para-professional staff and the day-to-day management of the assigned building. Additionally, the ARLC assists in the development of community, building and departmental initiatives by completing collateral assignments and serving on Residential Life/UHS committees.

Division of Responsibilities: Each building currently employs two to three ARLCs. There is a division of responsibilities associated with the structure to support the Residential Life program as well as the ARLC’s personal and professional development.

Main Assignment: Will serve as the Assistant Residential Life Coordinator in all aspects of managing the residence hall: supervising staff, facilities follow up, crisis/conduct/counseling follow up, etc.

Collateral Assignment: Each ARLC will hold an additional position as a Development Coordinator. Please see the specific roles under #7 – Collateral Assignments
Paraprofessional Staff Oversight and Development

- Works with Residential Life team overseeing, selecting, training, and evaluating student staff in meeting UHS mission and values; connecting development to specific learning outcomes
- Work with the RLC in the overall supervision, direction and development of 3-24 Resident Advisors (RAs), 1 Senior Resident Advisor (SRA), and 5-15 Office Assistants (OAs). Works with RLC in direct supervision of staff
- Work with UHS staff to recruit, select, train, and direct student staff (i.e. SRAs, RAs, OAs, etc)
- Provides individual student staff direction and development by conducting one-to-one meetings
- Provides staff with direction, development, and team building through weekly staff meetings

Programming and Student Development

- Assists, participates and encourages students, and staff in implementing department’s residential curriculum
- Assesses, develops, implements, evaluates and attends passive and active programs (i.e., generate monthly/quarterly calendar, develop programming teams, review publicity, be a resource for staff) as part of Residential Life team
- Provides leadership in developing sense of community in all residential communities
- Supports issues of diversity and serves as an educator on understanding these issues
- Meets regularly with RLC to establish professional goals and objectives for residential community
- Maintains weekly work schedules designed for maximum accessibility and involvement with students, staff and residents
- Works with the RLC in the overall development, advising and tracking of student staff programs
- Works with the RLC in conjunction with student staff in developing programming initiatives specific to the needs of the residents in specific communities

Crisis Management, Counseling, Conduct & On-Call

- Assumes daily, evening, weekend and vacation on-call coverage that may include both community and campus-wide responsibilities in emergencies
- Responds as liaison between the RAs on duty and the RLC on-call for crisis intervention and management for the residential community via rotating on-call and notifies department/campus staff members regarding crisis situations. On-call days are determined at the beginning of each semester amongst all ARLCs
- Assists RLC in coordination of emergency evacuations and conducts fire drills with residents
- In the event of an emergency and/or disaster, serve as a state disaster service worker for UHS
- Works to create an atmosphere in the residential community that supports appropriate behavior
- Assesses and responds to residential students’ physical, emotional and intellectual needs
- Work with students and staff to respond to counseling, conflict mediation and policy violation concerns
- Role model appropriate behavior and response to students and staff, adhering to departmental and university policies and ethical statements
- Follow-up on incidents as needed
- Adjudicates conduct cases, finding developmental ways to hold students accountable

Administration

- Works with University staff to appropriately administer UHS, University, and CSU policies and procedures
- Works with RLC in developing a working knowledge of UHS operations and assists in coordination of paper flow to other areas within UHS
- Works with maintenance, custodial, and other services to support high quality of UHS operations
- Utilizes effective communicating, planning, scheduling and organizing skills as they relate to job responsibilities
- Assists in the collection of evaluation and other assessment measures that contribute to the overall development of the UHS and university mission, vision, goals and objectives
- Assists RLC in preparation of semi-annual/annual reports on services and programs provided by staff
- Works with Residential Life professional staff in planning future programs, establishing goals and objectives and reviewing quality of life concerns within residential community
Administration (cont’d)

- May assist Summer RLC in management of residential facilities in conjunction with summer conference program
- Works with RLC or Assignment Coordinator to complete room changes on a case by case basis
- Works with RLC to establish effective systems for key management (including ordering core changes and inventory of keys) monthly and at the end of the semester closings
- Monitors payroll and desk services for students (area specific)
- Oversees daily operation of the area’s Courtesy Desk(s) (area specific)
- Holds regular office hours – approximately 20 per week (5 open office hours). These are in addition to on-call responsibilities
- Meets weekly with assigned RLC
- Supervises SRA in the duties of maintaining, monitoring, and keeping inventory equipment, and supplies at the Courtesy desk (area specific)
- Assists the RLC in administrating the opening and closing procedures for the hall(s)
- Manage administrative judicial tasks as needed, updating the online system and corresponding with students

Related Duties

- Serves on working committees that coordinate major residential life projects and assignments as determined by the Residential Leadership Team
- Maintains positive working relationships with other UHS, Dining Commons and university staff
- Reports maintenance problems in a timely manner (within 24 hours) in order to maintain the physical condition of the residence halls. Provide immediate follow-up on reported problems
- Does not duplicate or loan keys to unauthorized persons. Official job related keys are to be kept in their and/or a designated, secure location at all times when not in use, and are not to leave the building or area without authorization
- Be responsible with special staff privileges (i.e. use of office, phones, keys, office equipment, supplies etc.)
- Maintains confidentiality and objectivity in all matters related to students and staff; adhere to FERPA guidelines
- Shows a high-level of self-awareness, and be able to give and accept feedback to be incorporated into personal and professional skill development
- Works with RLC to develop a professional development plan
- Participates in professional development opportunities that may include development and implementation of workshops, facilitating presentations, and attending professional conferences
- Participates in UHS research and assessment projects
- Assists in developing department policies and procedures and trains department staff in their implementation.
- Performs other duties as assigned by the Associate Director of Residential Life, the Assistant Directors for Residential Life, the RLC, and other UHS staff

Collateral Assignments: ARLCs will be assigned a collateral assignment for the academic year. By being assigned one of these collateral assignments, the ARLC will be able to list an additional job title and responsibility on their resume. Collateral assignments include:

- **Student Conduct Development Coordinator (1 ARLC)**
  - Select, train, and advise students to serve on the Student Conduct Board; advise board throughout the academic year, provide on-going training and evaluation of members as needed
  - Manage all administrative aspects of Judicial Board hearings
  - Manage approximately 50% of housing related conduct cases (from start to finish), including necessary follow up with staff and students. May include hearing cases as a judicial officer
  - Create a passive program campaign for the beginning of the academic year to educate students about housing policies and the university’s conduct process
  - Provide ongoing follow up and training to staff regarding policies and procedural changes
Collateral Assignments

**Student Conduct Development Coordinator (1 ARLC) (cont’d)**
- Select, train, and advise students to serve on the Student Conduct Board; advise board throughout the academic year, provide on-going training and evaluation of members as needed
- Manage all administrative aspects of Judicial Board hearings
- Manage approximately 50% of housing related conduct cases (from start to finish), including necessary follow up with staff and students. May include hearing cases as a judicial officer
- Create a passive program campaign for the beginning of the academic year to educate students about housing policies and the university’s conduct process
- Provide ongoing follow up and training to staff regarding policies and procedural changes

**Program Development Coordinator (1 ARLC)**
- Coordinate large-scale programming and advise students and/or staff members serving on those committees, which may include traditional programs such as Enough is Enough Week, Breaking the Silence Week, Hate Does Not Have A Home Here, Welcome Week, etc; and any new large-scale programming initiatives.
- Manage the Center for Residential Leadership (CRL) including developing an annual cleaning schedule and ordering supplies and resources as needed.
- Chair the year-long Thursday Night Live initiative, soliciting programming ideas and coordinating the scheduling of programs throughout the semesters

**Academic Development Coordinator (1 ARLC)**
- Responsible for the overall supervision and management of the Living and Learning Center (LLC), including the selection, training, supervision and evaluation of the Learning Assistants and the LLC Supervisor; and management of supplies and inventory
- Manage all marketing and advertising of LLC hours, services, programs, promotions and special events
- Work with campus faculty and staff in academic programming initiatives for the community. This includes meeting with departmental faculty and student services offices in providing academic programs and services to residents
- Facilitate monthly academic success workshops in the LLC to address topics such as four year plans, choosing a major, speed reading, note-taking, stress management, etc.

**Desk Development Coordinator (1 ARLC)**
- Responsible for the overall supervision and management of the Courtesy Desks throughout the community (CVA, CVB, CVC, Joe West, the Bricks) including the selection, training, supervision and evaluation of the Office Assistants; and management of supplies and inventory, including key inventory. Develop and maintain staff schedules for the desk, including approving switches and finding replacements.
- Facilitate all necessary payroll functions including setting up employee payroll, reporting, approving hours and tracking budget expenses related to hour usage
- Meet regularly with each Senior Resident Advisor (SRA) for check-in meetings regarding the overall management of the courtesy desks
- Manage each of the desks’ passive programming initiatives based on the needs of the community
- Facilitate and manage the Overnight Check In process with Conference Services
ARLC Position Overview & Expectations (cont’d)

Collateral Assignments (cont’d)

Leadership Development Coordinator (4 ARLCs)

- Overall management of Hall Government for your specific community. Coordinate marketing, recruitment, and elections at the beginning and throughout the year based on the election timeline
- Attend, assist in the coordination of, and present at RHA and Hall Government retreats. Plan a retreat within the first two weeks of election and the first two weeks of the Spring semester
- Attend all Hall Government meetings as well as RHA Council of Residential Affairs meetings
- Provide on-going training, support and evaluation of members as needed. Meet with Executive Board members on a regular 1-on-1 basis
- Advise Hall Government members in all aspects of programming and budget; attend programs when able to
- May serve as an Advisor to the Residence Hall Association (RHA) or the National Residence Hall Honorary (NRHH) providing the same advisement and support as Hall Government members

The Life of an ARLC at SJSU

Daily Responsibilities

- Read on-call morning report
- Respond to email
- Maintain visibility through office hours
- Review building duty log from RA staff
- Staff interaction through one on one meetings
- Review and resolve conduct cases (possible)
- Committee responsibilities
- Roommate conflicts/resident issues
- Follow up on facilities issues

Weekly Responsibilities

- ARLCs work approximately 20 hours per week. Longer hours are required during training, opening and closing—(ARLCs will work with their supervisor to take flex time when necessary. There is no overtime pay for this position.)
- 1:1 meetings with the RAs you supervise as well as with your supervisor(s)
- Administrative paperwork
- Adjudicate any assigned conduct cases
- Attend Residential Life Staff Meetings (Wednesdays, 10am-noon)
- Plan and attend building staff meeting Wednesdays 7-9 pm
- Attend RA programs
- Attend 1-2 committee meetings and complete any committee work

Semester Responsibilities

- Building opening/closings
- Help plan and co-facilitate all staff and in-hall training
- 3-4 days of on-call duty each month
- Attend Fall Preview Day
- Attend Spring Admitted Student Day
- Staff (Resident Advisors, ARLCs & RLCs) Selection and Recruitment (Various days Spring semester)
- On-going committee work/projects

Departmental Committees

- Student Staff Selection—weekly meetings + follow up
- Student Staff Training—weekly meetings + follow up
- Diversity Committee—weekly meetings + follow up
**Tuition:** ARLCs receive $2,000 ($4,000 annual) towards tuition and academic expenses in the fall and spring semesters. An automatic fee deferral will be done by housing upon hiring. **Please note:** resignation or termination from position will affect tuition remission (daily rate that employee worked will be calculated). Additionally, any unused amounts from tuition will be returned to UHS. This may affect an ARLCs financial aid award.

**Stipend:** ARLCs receive a monthly stipend of $900 (not included in amount are deductions for taxes, social security, retirement, etc.).

**Apartment:** ARLCs do not pay rent, utilities, local phone, basic cable, or internet fees. Bricks and CVA ARLCs have their own apartment. CVB, CVC, and Joe West ARLCs live two to an apartment. Joe West and CVB ARLCs live in CVB. All ARLCs have their own bedroom. Apartments may be co-ed. Internet speed is 5MB in the ARLC apartments.

- **Campus Village A (CVA):** a furnished apartment in Campus Village A. Your living accommodation includes paid utilities, internet connection, basic cable and telephone service (this includes local non-charged calls only). Note: UHS will not move out provided furniture in ARLC apartments.
- **Campus Village B (CVB):** a furnished shared apartment with your own bedroom in Campus Village B. Apartment is shared with another ARLC and could be a co-ed living arrangement depending on candidate placement. Your living accommodation includes paid utilities, internet connection, basic cable and telephone service (this includes local non-charged calls only). Note: UHS will not move out provided furniture in ARLC apartments.
- **Campus Village C (CVC):** a furnished shared apartment with your own bedroom in Campus Village C. Apartment is shared with the other ARLC for CVC and could be a co-ed living arrangement depending on candidate placement. Your living accommodation includes paid utilities, internet connection, basic cable and telephone service (this includes local non-charged calls only). Note: UHS will not move out provided furniture in ARLC apartments.
- **Joe West Hall:** a furnished shared apartment with your own bedroom in Campus Village B. Apartment is shared with another ARLC and could be a co-ed living arrangement depending on candidate placement. Your living accommodation includes paid utilities, internet connection, basic cable and telephone service (this includes local non-charged calls only). Note: UHS will not move out provided furniture in ARLC apartments.
- **Classics (Washburn and Hoover Halls):** a furnished apartment in the assigned building. Your living accommodation includes paid utilities, internet connection, basic cable and telephone service (this includes local non-charged calls only). Note: UHS will not move out provided furniture in ARLC apartments.

**Spouses and Domestic Partners:** ARLCs cannot have a live-in partner.

**Furnishings:** All apartments are furnished. The beds are queen sized. CVC, CVB, CVA and Joe West, ARLCs have a dishwasher in their apartment.

**Meal Plan:** ARLCs are provided with a meal plan including Gold Points, determined by Spartan Dining.

**Parking:** Garage parking is available on a first come first serve basis. Rates were $100/mo. per car and $20 per moth for motorcycle during the 2012-2013 academic year. Current rates for the CVB garage are located here [LINK]

**Pets:** ARLCs are allowed to have are fish and aquatic turtles that live in aquariums that are 10 gallons or less. No other pets are allowed.

**Washer/Dryer:** A laundry room is available in each hall. A stipend is not provided to ARLCs for laundry. The CVA ARLC has a washer and dryer in their apartment.

**Vacation and Sick Time:** Vacation and sick time will be discussed with your supervisor. ARLCs do not have paid vacation or sick time, however hours can be made up for missed work. ARLCs are often able to take time away during university breaks and holidays.
Application Process

To be considered for the position, candidates must complete the following:

1. Submit the ARLC Application. Incomplete applications will not be considered.
2. Submit a current resume as well as a cover letter to uhs-reslifeasst-group@sjsu.edu. Your cover letter should address your experience and how it relates to the ARLC position; please speak about what you hope to gain from the position and what you will bring to the UHS department.
3. Applications will be screened; decisions and interviews will be made and conducted by UHS professional staff members.
4. Our interview process consists of an hour interview, and a possible second interview. Additionally, references will be checked before we offer positions.

Recruitment & Selection Timeline

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Applications Available</td>
<td>Wednesday, March 16, 2015</td>
<td>5:00 PM</td>
<td>Available on UHS website</td>
</tr>
<tr>
<td>Priority Application Due Date</td>
<td>Wednesday, April 15, 2015</td>
<td>9:00 AM</td>
<td>Submitted through UHS website; resume and cover letter submitted to: <a href="mailto:uhs-reslifeasst-group@sjsu.edu">uhs-reslifeasst-group@sjsu.edu</a></td>
</tr>
<tr>
<td>Interviews</td>
<td>Begin on April 20, 2015, until positions are filled</td>
<td>Business hours: 9:00 AM–5:00 PM PST</td>
<td>Phone or in person interviews; those whose candidacy we are pursuing will be contacted individually</td>
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<tr>
<td>Offers Made</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>Via E-mail</td>
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<td>Acceptances Due</td>
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<td>Noted In Offer Letter</td>
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Thank you for taking the time to interview with SJSU’s University Housing Services!

We wish you much luck and success in your future endeavors!

"San José State University works vigorously to achieve an atmosphere free of discrimination and harassment — one that is reflective of our richly multicultural society. By doing so, we ensure the interchange of diverse views and growth of mutual respect. The University is proud of its record and recognizes the immeasurable contributions this work has had in making it a distinguished institution of higher learning and an employer of choice in Silicon Valley." Don Kassing, former President, San José State University