Housing Safety Assistant 2019-2020 Position Description

The California State University, Dominguez Hills (CSUDH) University Housing (UH) mission is to provide a safe, inclusive living experience for CSUDH students that promotes independence, maximizes their educational experience, and facilitates their personal development. In order to accomplish this, UH recruits students to serve as peer leaders within the residential community to promote the safety and security of our complex. Housing Safety Assistants (HSAs) facilitate personal interactions daily with residents and respond to student issues by initiating appropriate referrals to campus services and Residential Life resources. HSAs also plan student programs and serve in a rotation which involves being available for scheduled kiosk hours to interface with residents, taking regular rounds of the residential community, remaining on call overnight, and when offices are closed, respond to emergencies and other urgent needs.

Residential Life Goals

University Housing maintains a Residential Life team comprised of student and professional staff who endeavor to foster a safe and engaging residential environment which supports the mission and vision of the University through intentional interaction with residents. HSAs help to enhance their peers’ personal, social, cultural, intellectual and professional development through individual interactions. Housing Safety Assistants plan educational programs for residents, supporting their co-curricular engagement. By utilizing several active and passive activities, HSAs can enhance our residents’ academic success and campus involvement.

Housing Safety Assistants serve residents daily by:

- Promoting and supporting the health, safety, and well-being of each resident,
- Facilitating the development of a sense of community,
- Developing individual relationships with residents,
- Serving as a productive member of the Residential Life team,
- Fostering intentional learning & development amongst residents, and
- Demonstrating ethical leadership and paraprofessional skills.

Housing Safety Assistants serve and engage with residents in our on-campus living facilities

This leadership position requires dedication, flexibility, commitment and enthusiasm as you will actively secure residential access to our complex. Housing Safety Assistants work with residents to facilitate and develop inclusive environments within the residential community where residents feel safe. Through daily engagement with residents, HSAs will assist in fostering a community that promotes academic success, inclusion and personal growth via patrols and appropriate referrals. HSAs work closely with the Residential Life professional and student staff to meet the needs of our residents and department.

Qualifications for all Housing Safety Assistants:

- Student must have completed at least one academic year of college by start date.
- Student must be in good academic, financial and conduct standing with the University.
- Student must be enrolled as a full-time student with a minimum of:
  - 12 units for undergraduates
  - 9 units for graduate students
- Undergraduate students must have and maintain a 2.5 GPA semesterly and cumulatively.
- Graduate students must have and maintain a 3.0 GPA semesterly and cumulatively.
- Transfer students may be conditionally hired based on achievement at their previous college institution.

Expectations for all Housing Safety Assistants:

- Housing Safety Assistants must display a high level of maturity through sound judgement, emotional stability, flexibility and willingness to accept responsibility.
- HSAs must possess strong interpersonal skills and proven ability to interact effectively with others.
- HSAs must confront any violations as they occur and inform appropriate staff member or campus service official when needed.
- HSAs may be asked to provide additional coverage during designated times such as campus breaks, severe
HSAs will be present in the community to establish rapport with residents and understand community needs (i.e. area patrols). HSAs will be responsible for nurturing the development of a community by completing routine patrols and safety checks of the University Housing complex; Weekdays (Sunday – Thursday) 5p until 12a; Weekends (Friday and Saturday) 5p until 2a. HSAs will regularly report to the Associate Director of Residential Life (or their designee) happenings in the community as it relates to the safety and security of the complex. HSAs will encourage retention and student growth via safety programs semesterly. HSAs will promote a culture of inclusion.

- Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on the basis of sex, gender, or sexual orientation in education and activities operated by California State University, Dominguez Hills. Likewise, the California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

HSAs weekly expectations will be communicated by Associate Director of Residential Life (or designee) and include:

- Team meetings.
- One on one meetings.
- Addressing critical and emergent issues as they occur.
- Initiating daily conversations.
- Creating and implementing programming as required by the community development plan.

HSAs must satisfactorily complete all requirements of their position and conditions. HSAs must maintain communication with University Housing staff and University Police Department. HSAs must maintain a professional appearance during shifts (staff polo provided). HSAs are expected to know and abide by University & University Housing policies, Housing & contractual regulations, as well as Federal and California State laws. HSAs must treat all student interactions in a confidential manner and should not be a part of public or private conversation. Improper disclosure of information is prohibited. The federal Family Educational Rights and Privacy Act of 1974 (FERPA) set out requirements designed to protect students’ privacy in their records maintained by the campus.

HSAs have an obligation to report suspected or known incidents of child abuse or neglect per the California Child Abuse and Neglect Reporting Act (CANRA).

Period of Employment and Time Commitment Expectations:

- HSA employment is for one academic year (August through May). The academic year is defined as the fall and spring semesters. Current employment does not guarantee continued or summer employment.
- HSAs must be available before, during and following Housing Openings and Closing periods to complete check-in and check-out administrative tasks.
- HSAs must be available during semester breaks to perform duties.
- HSAs must schedule out-of-town travel plans per the Department Commitment Calendar and requests must be approved at least seven business days before departure.
- The average weekly time commitment to successfully fulfill HSA requirements is up to 20 hours, and the position may require additional hours during campus closure/peak periods.
- To be successful within this position, incumbent is encouraged to not have more than two night classes (after 5:00 pm) per week without advance approval.
- Outside employment or other major outside commitments that conflict with the expectations of this position may result in termination.
- HSAs are charged with the safety and security of our residential population and are subject to a background check (which includes an initial check into all housing records & Livescan)

Training and Team Development Expectations:

- All HSAs are expected to attend several training sessions and team development activities throughout the year.
- Standard training includes but is not limited:
  - Spring Orientation (one day in May)
  - Fall Training (a two-week period before August Opening);
  - Winter Training (a one-week period before Spring Opening);
  - Monthly In-Service/Team Development.

Compensation:

- 12.00 per hour
- Internship credit may be given to current CSUDH students enrolled in CJA 496