PURPOSE
Oversees the annual recruitment, selection, and training processes for student staff in Residential Life; assists with the annual recruitment efforts in selecting and training Residential Life professional staff. Oversees the performance management process for student staff across the unit to offer support to staff supervisors and ensure consistency.

RESPONSIBILITIES

Residential Life Student Leader Recruitment, Selection, and Training
• Manages annual recruitment, selection, and training of over 200 student leaders, including Resident Advisers, Community Assistants, Assistant Resident Directors, Residence Education Programmers, Residential Programming Board, and Assistant Residence Education Specialists.
• Directs the development and implementation of the RA Training Class (EDLPS 496).
• Develops, presents and/or participates in in-service training programs.
• Manages the recruitment of Residential Life ACUHO-I Summer Interns.
• Consults on the selection and training of student staff types including Perks & Rec student employees and office assistants.
• Directs the planning, implementation and assessment of all student staff selection and training efforts, including the RA Training class.

Performance Management
• Oversees the performance management process for all Residential Life student staff and leaders.
• Trains Residential Life professional staff and provides ongoing consultation on the performance management process.
• Attends meetings with student staff and leader supervisors in support of high level performance management conversations and corrective action.

Student Leader On & Off Boarding
• Develops and implements processes for on and off boarding student leaders on annual timelines.
• Coordinates administrative tasks with Residential Life Program Operations Specialist.
• Directs processes for student leader transition periods between academic and summer quarter operations.

Administrative-Management Responsibilities
• Develops and implements program policies and procedures.
• Provides written reports and documents.
• Develops, monitors, and tracks budget expenditures for areas of responsibility.
• Provides input and recommendations concerning all aspects of environmental management.
• Serves on Departmental and University committees as designated.

Program Assessment
• Directs annually the review, research, and evaluation of all aspects of the recruitment, selection, training, and performance management processes for Residential Life student leaders and staff.

Professional Development
• Maintains an awareness of current issues and developments within the field of student personnel.
• Attends professional development workshops and training seminars held within HFS and the Division of Student Life.
• Participates in local, regional and national professional organizations.
• Performs other duties as assigned.

IMPACT TO THE UNIVERSITY
An effective residential life program supports student retention, socialization and academic success. Collaboration within HFS and the University contributes to consistency and alignment with University-wide goals and objectives.

POSITION COMPLEXITIES
HFS Residential Life houses nearly 8000 students in residence halls and single-student and family apartments. This position oversees the operationalizing of student development and applied environmental theory within this complex and quickly evolving environment.

WORKING CONDITIONS
The position works a regular Monday through Friday schedule; however, it requires significant evening and weekend commitments throughout the year and remains on-call 24/7 for emergencies.

REPORTS TO
Assistant Director for Residential Life – West Campus & Sustainability Initiatives

MINIMUM QUALIFICATIONS
• Master’s degree in Student Personnel or a related field
• Three years of fulltime post-graduate residence hall related experience required
• Equivalent combinations of education and experience may substitute for requirements

DESIRED QUALIFICATIONS
Experience that demonstrates:
• Strong oral and written communications skills
• Pursuit of ongoing training and personal development
• Exposure to an academic environment
• Commitment to promoting diversity, employment and community equity
• Ability to develop ideas and implement them through teamwork and collaboration
• A proven track record of delivering results, building accountability for staff and creating a positive working environment characterized by teamwork and innovation

CONDITION OF EMPLOYMENT
• A satisfactory outcome from the employment reference check processes and education verification.