



Assistant Director for Staff Selection and Training

Job Description

Basic Function

A member of the Residence Life central staff, the Assistant Director for Staff Selection and Training is responsible for directing the selection and training activities for the Department of Residence Life. This includes the recruitment, selection, staff training, and professional development initiatives for all levels of staff, including full-time, graduate, and undergraduate staff members.

Duties and Responsibilities

A. Recruitment and Selection (30%)

- Identify and implement recruitment strategies to attract candidate pools which reflect the diversity of campus
- Design, or coordinate the design of, all recruitment materials including brochures, flyers, web postings, and displays
- Coordinate and attend all departmental recruitment events
- Plan and implement all selection processes, including full-time Director, Assistant Hall Director, and Mentor
- Work with Student Affairs and academic units in recruiting Assistant Hall Director candidates
- Direct recruitment and interview activities at appropriate conferences (e.g., Oshkosh Placement Exchange, ACPA)
- Design and conduct staff training related to interview skills and evaluation
- Maintain appropriate records related to recruitment and selection activities
- Prepare staff status reports

B. Training and Professional Development (45%)

- Identify departmental training needs
- Plan and implement staff training for undergraduate Mentors
- Plan and direct fall training for graduate Assistant Hall Directors in the residence halls and staff in Owen Graduate Hall and University Apartments
- Plan and direct fall training for full-time hall directors
- Working with the Assistant Director for Assessment, Research, and Technology, develop strategies to assess all Fall training programs
- In consultation with the direct supervisor, develop individualized learning plans for new full-time staff to address identified growth areas
- Plan and implement year-long professional development training schedule for both full-time Directors and graduate Assistant Hall Directors

C. Departmental Responsibilities (15%)

- As a member of the Department of Residence Life central staff, serve as a member of the leadership team providing direction for the department
- Assist in developing departmental policies and procedures
- Represent the department on divisional and university committees
- Consult with departmental staff about situations, issues, concerns, and suggestions
- Serve as a member of the Central Staff duty rotation

D. Staffing (10%)

- Supervise staffing and personnel support person
- Develop job descriptions, staff feedback processes, performance appraisals, employee discipline and grievance procedures
- Process hiring of all full-time, graduate, and student staff members
- Coordinate employee discipline and grievance processes
- Maintain employee records and employment verification
- Communicate with Human Resources, Student Employment, Office of Budget and Planning, Office of International Students & Scholars to exchange/provide information, clarify personnel policies, and resolve human resources issues
- Supervision of one full-time CTU position

Responsibility for the Work of Others

The Assistant Director will directly supervise the staff support person responsible for assisting in staff recruitment and training.

Physical Effort

Mildly disagreeable working conditions involve working in an environment with limited privacy and potential for a low level of excessive noise. The Assistant Director for Staff Selection and Training may be expected to work evening and weekend hours on a limited basis.

Minimum Qualifications

Minimum requirements: A bachelor's degree in human resources, social work, education, higher education administration, or related field; three to five years of related and progressively more responsible or expansive work experience in designing and implementing training programs and human resource/labor relations management and computer applications; or an equivalent combination of education and experience. Desired: Masters degree; three to five years of experience as a residence hall director in a college/university, or experience in residence life administration with significant leadership and supervisory experience.

Additional Requirements

- May require valid vehicle operator's license where needed to perform duties of the position.
- Other skills and/or physical abilities required to perform duties of the position.