The Assistant Director (AD) for Selection and Training is responsible for working with Residence Life and Dining Services (RLDS) to foster a safe, comfortable, and inclusive living environment for staff and students. The AD will supervise Residence Coordinators, co-advice the National Residence Hall Honorary, and provide leadership and direction for all recruitment, selection, and training initiatives.

**Required Job Qualifications**

- Two years of full-time experience in housing or residence life
- Knowledge of student development principles, practices, and procedures
- Experience working in a multicultural environment
- Excellent verbal and written communication
- Ability to work well under pressure with multiple and changing deadlines
- Experience with crisis management and serving on-call

**Preferred Job Qualifications**

- Master’s Degree in Student Personnel, Higher Education, or other related field
- Experience managing budgets
- Demonstrated ability to advise student groups
- Supervisory experience at various levels (paraprofessional, graduate, professional)
- Experience developing and implementing training for various levels of staff (paraprofessional, graduate, professional)
- Live-in professional experience (hall director, etc.)

**Core Competencies**

- Individual Leadership
- Collaboration
- Strategic Planning
- Innovation
- Developing Organizational Talent
- Meeting Facilitation

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Supervision Received

The Assistant Director for Selection and Training is supervised by the Director of Residence Life.

Supervision Exercised

The Assistant Director for Selection and Training provides direct supervision to two to three Residence Coordinators.

Essential Job Duties

SUPERVISION & LEADERSHIP

- Supervise two to three Residence Coordinators (full time, live-in) in traditional style residential communities
- Work collaboratively with the Contracts Manager and Marketing Coordinator to achieve residential occupancy goals
- Indirectly supervise graduate students and paraprofessional staff
- Manage an area consisting of over 1,200 students in multiple residence halls
- Develop, mentor, and coach staff of all levels (full time, graduate, paraprofessional)
- Evaluate staff performance
- As a team with the Director and AD for Community Development provide leadership and coordination for all residential programs
- Collaborate with campus partners such as the Dean of Students Office, Center for Student Involvement and Leadership, University Police Department, and the University Counseling Center
- Maintain high visibility throughout the division of Student Affairs through collaborations and participation
- Collaborate with the AD for Community Development to provide direction for the Freshmen Interest Group (FIG) program and Living Learning Community (LLC) program
- Collaborate with the AD for Community Development, along with RLDS and campus partners, to coordinate the Summer Conference Program

RECRUITMENT & SELECTION

- Provide leadership to the Residence Education Staff for all recruitment and selection initiatives
- Develop and implement recruitment and hiring processes for; desk assistants, conference assistants, resident assistants, graduate assistants, and residence coordinators
- Demonstrate a working knowledge for best hiring practices and procedures

TRAINING & PROFESSIONAL DEVELOPMENT (cont’d on next page)

- Develop, implement, and evaluate training for paraprofessional and professional staff including, summer and winter trainings, in-services, and ongoing professional development
Collaborate and develop relationships with campus partners for training sessions and initiatives
Participate in department and university trainings and development opportunities
Commit to learning and development in all areas of housing and residence life

COMMUNITY DEVELOPMENT
- Provide leadership to the Residence Education staff in developing caring, inclusive, and healthy residential communities
- Infuse the RLDS mission statement and Student Affairs Strategic Plan into community building programs and services
- Create opportunities for staff to connect residents to the university, Laramie community, and beyond
- Provide leadership in creating socially-just communities that encompass student development and respect difference
- Collaborate with campus colleagues to provide resources for social justice and multiculturalism
- Provide opportunities for staff and student input for community development
- Collaborate with Facilities to create educationally enriching environments

CRISIS RESPONSE, CONDUCT, AND CONFLICT RESOLUTION
- Provide leadership in times of crisis
- Serve as an administrator on call, supporting live-in staff in their on call responsibilities
- Serve as a University Conduct Officer
- Use Maxient to track incident reports, case turnaround, and sanctions
- Mediate disputes and aid in solutions with staff and students

ADMINISTRATIVE
- Provide overall management of the eRezlife system, including tracking programing, academic early alert responses, etc.
- Coordinate special projects as assigned by RLDS (such as Safe Treat, Awards and Recognition Banquet)
- Assist in the development of programs, policies and procedures, and create opportunities for students to share in the process

ADVISING & LEADERSHIP DEVELOPMENT
- Co-Advise National Residence Hall Honorary (NRHH)
- Provide support and guidance to Community Hall Senates