Essential Job Functions
RLC Academic Initiatives

30% Living Learning Community (LLC) / Theme Housing Management
- Collaborate with relevant campus stakeholders to provide academic and interest based Housing options
- Create “Memorandum of Understandings” with campus departments when appropriate for partnerships
- Review and approve resident applications for LLC’s and work with Assignments Coordinator to place residents appropriately
- Regularly assess need / effectiveness of LLC’s and Theme communities
- Create, revise, and review all marketing materials for LLC’s and theme communities

30% Residential Education & Leadership Development
- Coordinate Residence Life collaborations with campus partners
- Develop, implement, revise, and train staff on the community development model
- Coordinate Student Leader Training for all Residence Life Staff and Residence Hall Association
- Co-plan the bi-weekly Resident Advisor on-going training meetings during the academic year
- Advise the Residence Hall Association (RHA), the Resident Programming Board, and National Residence Hall Honorary (NRHH).
- Meet weekly with the RHA president, RHA executive board, and other student leaders.
- Advise student leaders with projects related to Student Leadership Development Conferences such as PACURH, No Frills, NACURH, and NRAP.
- Provide leadership and guidance for RHA satellite committees.
- Assist in coordinating housing orientation programs (i.e. Preview Day, Welcome Week, and Homecoming)

15% Professional Staff Team Member
- Attend weekly Residence Life Team meetings, monthly Department meetings, and other meetings as needed
- Develop, implement, and participate in professional development training
- Serve on department committees as needed
- Represent Housing & Residence Life by serving on university wide committees; this can include but is not limited to the Welcome Home to Humboldt Week, the Campus Dialogue on Race, etc.
- Serve as a positive role model and mentor for new team members
- Support the mission and goals of Housing and Residence Life

10% Supervision
- Recruit, select, train and evaluate student assistants for programming and administrative support.
- Recruit, select, train, and evaluate Student Leaders such as Resident Advisors (RA), and Student Assistants (SA)
- Hold regular meetings to discuss program planning, progress, and initiatives
- Plan and organize on-going staff training

5% Duty and Crisis Response
- Respond to emergencies and other crises
- Serve as initial point of contact for emergency personnel
- On call duty rotation
- Provide regular updates regarding incidents that occur while serving on duty

5% Community Action Conference (Student Behavior Management for a specific area)
- Review and explain Housing and University policy
- Review Incident Reports
- Hold Community Action Conference to determine responsibility in an incident and issue a finding
- Complete documentation regarding Community Action Conference findings (letters, database, etc.)
- Mediate high-level roommate conflicts

5% General Administrative Duties
- Complete weekly and yearly reports
- Assist with the professional staff hiring process
- Complete and submit all necessary budgetary paperwork
- Other duties as assigned