

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