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Position #:(PSA)(E)...7099
Developed by:.....AD
Reviewed by:.....SG
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, HRL/Staffing & Development
DIVISION: Student Affairs
REPORTS TO: Assistant Director, HRL/Residential Education
GRADE: 11
SUPERVISES: Clerical, graduate, and undergraduate student employees

BASIC FUNCTION:

Assist in the administration and coordination of the Residential Education unit's programs and services with a specific focus on student and staff employment processes, training, learning and development of student and professional staff, and the community standards process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the recruitment and selection processes for student and graduate student staff.

Participate in additional search committees as requested.

Maintain accurate employment records and coordinate with appropriate partners to oversee employment processes.

Lead the departmental committee(s) associated with staffing processes.

Oversee the staff development and training efforts.

Coordinate annual trainings for professional, graduate and student staff.

Coordinate the mid-year training for Resident Advisors.

Plan and implement in-services and special events.

Lead relevant departmental committees for training and development.

Assess and evaluate training and learning efforts.

Serve as an administrative hearing officer; charge undergraduates and graduate students and groups involved in violations; recommend sanctions.

Investigate allegations of individual and group violations of community standards.

Interpret institutional policies, rules and regulations.

Maintain records of judicial actions.

Work closely with the Office of Student Life, university police, faculty, and staff regarding student conduct issues.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet and database software.

OTHER DUTIES AND RESPONSIBILITIES:

Develop reports and documents as requested.

Maintain records and information as requested.

Remain informed of best practices and make recommendations for improvements.

Promote a culture of learning and professional development.

Assist in the coordination and oversight of department special projects, such as transitions, move-ins, closings, and events.

Participate in and lead committees, work groups, and meetings.

May provide emergency response in cases involving an immediate need, adjudication, or intervention.

Assist with department on-call coverage as determined by operating needs and as assigned by the director or designee.

Work evenings and weekends on occasion.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in higher education, student affairs, or related field; two years of post-master's full-time professional experience in the area of college residential life; recent and direct case load experience with campus judicial systems; demonstrated experience with the recruitment and selection of student or professional staff; demonstrated experience in training and development of student or professional staff; demonstrated experience working with diverse groups; demonstrated commitment to diversity; demonstrated strong interpersonal skills; demonstrated strong written and oral communication skills, including the ability to prepare and deliver oral presentations.

PREFERRED: Demonstrated college residence hall supervisory experience; recent evidence of and commitment to professional development.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

