

**TEXAS TECH UNIVERSITY**  
**Assistant Director for Training and Development**  
**Position Description for University Student Housing**

**General Description**

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University Student Housing *Promotes Each Student's Learning Experience* by creating safe, supportive learning environments for academic and personal success.

The Assistant Director for Training and Development will provide the vision, coordination and implementation for a comprehensive and multi-level staff recruitment, selection, orientation, training and development program for residence life at Texas Tech University. A competency based approach will be the foundation for training and development activities. This position directly supervises the Manager for Recruitment and Staff Orientation, Residence Life Office Advisor, and indirectly supervises the Residence Life Office Senior Business Assistant and the Graduate Assistant for Recruitment and Training.

University Student Housing is committed to enhancing each student's learning experience within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

**Essential Functions**

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Essential functions or fundamental job responsibilities for the position of Assistant Director for Training and Development include having the ability to: (1) travel between assigned areas and other departmental facilities; (2) direct and respond to fire alarms and other emergencies; (3) manage the physical conditions of all residence hall facilities when on duty; (4) operate computer systems using various types of software applications; (5) ascend and descend multiple flights of stairs, especially in cases of emergencies; (6) operate the established manual University key lock system and University Student Housing Access system; and (7) operate a hand held radio, pager and/or cell phone.

Essential functions necessary for the position regarding communication include the ability to: (1) read reports, gather and analyze data and compile information for requested/needed reports; (2) prepare written memorandums, documents and compile the numerous forms needed in the daily operation of operations within residence life; and (3) communicate effectively, both orally and written with residents, parents, visitors, faculty, and staff. Non-essential job responsibilities include having the ability to operate various types of office equipment including typewriter, calculator, copier, scanner, etc.

**Responsibilities**

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The Assistant Director for Training and Development is responsible for all educational and developmental activities occurring within Residence Life in order to create a comprehensive and seamless learning experience for all levels of staff, including, but not limited to, overseeing full-time and student staff training and development. The Assistant Director for Training and Development is also charged in assisting with the orientation of new staff to the institution by monitoring and assisting in the completion of institutional hiring & training requirements as well as assisting with the development of a departmental orientation.

The Assistant Director for Training and Development is a member of the central staff team for residence life and supervised by the Senior Associate Managing Director. The Assistant Director for Training and Development is responsible for oversight of the staff recruitment, selection, orientation, training and development processes including marketing and monitoring to ensure all practices are ethical and fall within university policies and procedures.

The Assistant Director for Training and Development is a vital member of the residence hall community and university student housing staff. This position is expected to work with the Assistant Directors, the Senior Associate Managing Director, the Managing Director, and other University Student Housing staff members in the development, coordination, and implementation of educational and developmental initiatives for the residence life program to ensure these initiatives are aligned with and encompass the departmental goals and the university mission. This position works closely with other university student housing staff to establish goals and strategies for residence life and the department, and is responsible for the successful implementation of the goals and strategies in their area while remaining true to the mission and vision of the institution and department.

### Staff Supervision

- Directly supervise and evaluate the Manager for Recruitment and Staff Orientation and the Residence Life Office Advisor
- Mentor and indirectly supervise residence life staff in committee work and departmental recruitment, selection, hiring and training processes
- Ensure staff understand the departmental and university mission and vision and incorporate these principles in their practice Provide ongoing formal and informal feedback to residence life staff
- Provide consultation, advising and guidance to individuals and student groups
- Provide resources to staff regarding their job responsibilities for continued training and development of skills and knowledge

### Student Learning and Development

- Articulate departmental educational philosophy including structures and strategies to increase learning and success.
- Revise, coordinate, and implement training and development in alignment with student learning and learning outcomes.
- Understand and instruct others on the student learning philosophy, department mission and vision
- Review continuing training and development initiatives for learning, effectiveness, and quality
- Prepare reports regarding the training activity residence life as requested

### Staff Training and Development

- Develop and implement training and development activities for all levels of residence life staff
- Design, implement and maintain comprehensive training and development plans for all levels of staff
- Revise and assess residence life training and development curricula on an ongoing basis
- Utilize knowledge of training, assessment techniques and learning styles/theory to implement diverse means of training and development
- Work toward the continued implementation of experiences that enhance personal and professional development
- Participate in professional development through training, committee involvement, conference attendance, and involvement in professional organizations
- Be present at training functions to introduce presenters, understand the material covered in order to assess additional training, and facilitate feedback to presenters and material covered
- Collaborate with departmental, university and community stakeholders regarding areas of necessary training (i.e. Client Relations, Housing Facilities, Counseling Center, Student Judicial Program, TTU Police Department, etc.)
- Assist other areas of University Student Housing as requested regarding training and development activities.
- Ensure recognition occurs regarding participation, facilitation and presentation of training and development initiatives

### Staff Recruitment and Selection

- Set a comprehensive vision, in collaboration with the Manager for Recruitment and Staff Orientation, to develop a comprehensive recruitment and selection process for residence life
- Oversee Recruitment and Selection budget

### Staff Orientation

- Assist the Manager of Recruitment and Development in developing, implementing and evaluating a departmental orientation program for new staff members
- Assist the Manager of Recruitment and Development in collaborating with Residence Life, Client Relations, Administrative Services and Facilities to update and maintain orientation based on changes within the department

### Evaluation

- Assist with the coordination and management of the evaluation process and documents for residence life as outlined in OP 70.12
- Assist with the coordination and implementation of a 360 degree evaluation process for all positions within residence life
- Assist with maintaining all records documenting completion of both semester and annual evaluations.

### Recognition

- Assist with the coordination and implementation of a recognition program within residence life
- Assist with the coordination of the submissions of university, regional and national awards such as the Quality Service Awards and the SWACUHO Awards each year
- Research new ways to recognize and reward staff

### Assessment

- Foster an understanding and appreciation of assessment principles
- Implement assessment techniques regarding training and development experiences and needs of the staff and efficiency in selection processes
- Support approved department or division assessment programs/initiatives
- Interpret assessment data to guide future practice

### Administrative Responsibility

- Administrative responsibility for recording and reporting required staff education and development activities, institutionally mandated trainings, committee work, and special assignments
- Administer budget responsibilities for area and manage assigned budgets with the assistance of staff
- Participate in budget planning discussions and the development of the fiscal year budget with proposed and revised budget planning during scheduled budget timeline
- Perform other duties as assigned, requested, and delegated

### Crisis Intervention/Response/On Call

- Work with the Texas Tech University Police Department, Student Counseling Center etc. in response to issues, incidents in residence halls
- Provide support and guidance to area staff with student and parent concerns when needed
- Participate in the central staff duty rotation
- Remain in a call-to-duty status when not on call

### Departmental Processes

- Assist in the development and implementation of departmental vision, mission, goals, and objectives
- Chair two departmental/ committees
  - Professional Staff Training & Development
  - Student Staff Training & Development
  - Other selection committees as needed
- Lead the Hall Secretary Roundtables
- Lead and serve on department/divisional/campus task forces as needed
- Serve on one or more division/campus wide committees
- Provide professional consultation services and program resources for other constituents within the department and/or University community

In addition, there will be times throughout the year when the Assistant Director for Training and Development will be expected to work evenings and weekends. Availability during this time will be determined in conjunction with the other Assistant Directors, the Senior Associate Managing Director and the Managing Director of University Student Housing.

### Requirements

A bachelor's degree in related area plus four years progressively responsible supervisory experience is required. Additional education may be substituted for experience on a year for year basis. A Master's degree in Student Personnel, Counseling, Higher Education Administration or related fields plus 5-7 years post Masters. Full-time residence hall management experience is strongly preferred. The Assistant Director for Training and Development position is considered a security sensitive position. Applicants are required to complete a police background records check and drug test if offered the position. All candidates will be required to submit academic transcripts to verify education.

The Assistant Director for Training and Development must be committed to working within an innovative environment focused on the education of individuals and groups of college students within a residential setting through the development of cohesive living and learning communities. The Assistant Director for Training and Development must encompass a highly functioning understanding and working knowledge of student learning. In addition, the ADTD must have knowledge of training and assessment techniques in addition to learning styles and theory. Skills in interviewing and human resources are a plus. The abilities to be self-directed, innovative and a critical problem solver are necessary skills for the Assistant Director for Training and Development. The Texas Tech University residence life program is built on a student learning philosophy supporting student involvement in government, residence hall standards, programming, community development, and supportive learning environments.

## **Remuneration**

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The Assistant Director for Training and Development position is a 12 month appointment with a beginning salary of \$44,000-\$46,000 contingent upon experience and education. The state of Texas currently does not have a state income tax. The current rate of sales tax is 8.25%. Staff members accumulate annual leave in addition to the official holidays acknowledged by the University. This position is considered essential university personnel and expected to work during student vacation periods unless personal accrued leave is taken or an official state holiday has been designated. Additional benefits include participation in the Teacher's Retirement System of Texas, medical and dental insurance programs, and participation in the state agency longevity program after 90 days of employment. Insurance goes into effect after 90 to 120 days depending on when first day of employment falls within the month. Please refer to the following website for more benefit information: [www.ers.state.tx.us](http://www.ers.state.tx.us).

The Assistant Director for Training and Development (ADTD) position is a live-off position. However, to assist in finding housing within the Lubbock community a new ADTD may live temporarily on campus in a guest apartment to assist in their transition if available. The length of time a new staff member may live in a temporary apartment will be determined by their supervisor. If the temporary live-on option is chosen, the person will need to pay an income tax percentage on the monthly assessment of apartment and amenities which is typically \$800.00. Reserved parking is available in a campus lot upon the individual purchase of a campus parking permit.

Texas Tech University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all.

To apply, send a cover letter, a resume, and the names, addresses and telephone numbers of three references to: Assistant Director for Training and Development Search Committee, University Student Housing, Texas Tech University, Box 41141, Lubbock, TX 79409-1141, Phone: (806) 742-4996, FAX: (806) 742-0149. Email: [housing.rl.jobs@ttu.edu](mailto:housing.rl.jobs@ttu.edu)