

Manager for Recruitment and Staff Orientation

Texas Tech University – University Student Housing – Residence Life

General Description

University Student Housing at Texas Tech University promotes each student's learning experience by creating safe, supportive learning environments for academic and personal success. University Student Housing is committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

The Manager for Recruitment and Staff Orientation, as an educator, provides direction, coordination, and implementation of comprehensive recruitment and selection processes for professional and student staff within Residence Life. The Manager for Recruitment and Staff Orientation directly supervises the Graduate Assistant for Recruitment and Training and indirectly supervises Residence Life Coordinators, graduate assistants, and student staff in the Residence Life Office.

Essential Functions

Essential functions or fundamental job responsibilities for the position of Manager for Recruitment and Staff Orientation include:

- Traveling between assigned areas and other departmental facilities
- Directing and responding to fire alarms and other emergencies
- Managing the physical conditions of the residence hall facilities
- Operating a computer system using various types of software applications
- Ascending and descending multiple flights of stairs, especially in cases of emergencies

Essential functions necessary for the position in the area of communications include:

- Reading reports, gathering and analyzing data, and compiling information for written reports
- Preparing written memorandums and documents and compiling the numerous forms needed in the daily operation of managing the residence halls
- Communicating 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 computers, calculators, cash registers, and others.



TEXAS TECH UNIVERSITY

University Student Housing

Responsibilities

The Manager for Recruitment and Staff Orientation is expected to work with the Assistant Directors, the Senior Associate Managing Director, the Managing Director of University Student Housing, and other staff. The manager assists in the development, coordination, and implementation of educational and developmental initiatives for the Residence Life program to ensure that these initiatives are aligned with and encompass the departmental goals and university mission.

The Manager for Recruitment and Staff Orientation is a member of the Residence Life Leadership Team for Residence Life and supervised by the Assistant Director for Training and Development. The Manager for Recruitment and Staff Orientation works with the other Leadership Team members to establish goals and strategies for Residence Life and is responsible for the successful implementation of the goals and strategies in their area while remaining true to the vision.

Staff Recruitment and Selection

- Planning and implementing all professional (Residence Life Coordinators, Managers, and Assistant Directors) and student staff (Community Advisors, Graduate Hall Coordinators, ACUHO-I) selection within Residence Life
- Identifying process for ensuring multiple, simultaneous recruitment processes are implemented successfully
- Identifying and implementing recruitment strategies to attract candidate pools which reflect diversity of campus
- Assisting with design of all recruitment materials including brochures, flyers, web postings, and displays
- Coordinating and attending staff recruitment events
- Directing recruitment and interview activities at appropriate conferences (Oshkosh Placement Exchange, The Placement Exchange, ACPA, SPE etc.)
- Developing job descriptions, interview questions, and all other materials needed to implement search processes
- Processing hiring of all full-time, graduate, and student staff members with the assistance of a Housing Advisor
- Maintaining employee records and employment verification
- Communicating with payroll to exchange/provide information, clarify personnel policies, and resolve human resources issues
- Assisting with staff education related to being an employer (interview skills, evaluation, etc.)
- Assisting with staff developments regarding being a candidate (interview skills, networking, dress, etc.) for both student and professional staff
- Maintaining appropriate records related to recruitment and selection activities
- Collaborating with departmental stakeholders to assist in interviews when appropriate (i.e. Counseling Center, Student Judicial Program, TTU Police Department, etc.)
- Utilizing online mediums to recruit to potential students and staff (Twitter, Facebook, etc...)



Staff Supervision, Selection, and Evaluation

- Supervising one Graduate Assistant for Recruitment and Training
- Mentoring and supervising professional and student staff in committee work and departmental recruitment, selection, and hiring processes
- Ensuring staff understand departmental and university mission/ vision and works toward the continued development of practice in alignment with the mission and vision
- Providing on-going formal and informal feedback to professional and student staff
- Providing consultation, advising, and guidance to individuals and student groups
- Providing resources to staff regarding their job responsibilities for continued training and development of skills and knowledge
- Assisting supervisor with revisions and implementation of staff feedback and evaluation processes

Administrative Responsibility

- Completing recruitment reports, committee work, and special assignments
- Maintaining budget for recruitment and selection efforts with assistance of staff
- Participating in budget planning discussions and the development of the fiscal year budget with proposed and revised budget planning during scheduled budget timeline
- Performing other duties as assigned, requested, and delegated

Assessment

- Fostering an understanding and appreciation of assessment principles
- Implementing assessment techniques regarding recruitment and selection processes
- Supporting approved department or division assessment programs/initiatives
- Interpreting assessment data to guide future practice

Crisis Intervention/ Response/ On Call

- Working with the Texas Tech University Police Department, Counseling Center etc. in response to issues and incidents in hall for training needs
- Providing support and guidance to area staff with student and parent concerns when needed
- Participating in the Leadership Team on-call rotation

Departmental Processes

- Coordinating staff onboarding process from new hire orientation to continued onboarding throughout the first year
- Assisting in the development and implementation of departmental vision, mission, goals, and objectives
- Chairing departmental committees
 - Professional Staff Recruitment
 - Student Staff Recruitment
- Leading and serving on department/divisional/campus task forces as needed



Staff Training and Development

- Assisting supervisor with development of training schedule and development opportunities for staff
- Participating in professional development through training, committee involvement, conference attendance, and involvement in professional organizations
- Attending training functions to assist with set-up and support of staff

Student Learning and Development

- Articulating departmental educational philosophy including structures and strategies to increase learning and success
- Revising, coordinating, and implementing recruitment and selection processes in alignment with student learning and learning outcomes
- Understanding and instructing others on the student learning philosophy, department mission, and vision
- Ensuring recruitment processes are a learning and development process for all involved



Qualifications

A Bachelor's Degree is required and candidates must have previous experience working in a residence hall. A Master's Degree is preferred. At least 2-4 years of post-Master's, full-time work experience is preferred, but not required. The Manager for Recruitment and Staff Orientation position is considered a security sensitive position. Applicants will be subjected to a police records check and drug test. All candidates will be required to submit academic transcripts to verify education.

The Manager for Recruitment and Staff Orientation must be committed to working within an innovative environment that is 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 Texas Tech University Residence Life program is built on a student learning philosophy supporting student involvement in government, community standards, programming, community development, and supportive learning environments.

Remuneration

The Manager for Recruitment and Staff Orientation position is a 12-month appointment. Staff members accumulate annual leave in addition to the official holidays acknowledged by the University. Residence Life Coordinators are considered professional University personnel and are expected to work during student vacation periods unless personal accrued leave is taken or an official state holiday has been designated. The salary for this position is \$41,829 (the state of Texas has no income tax). 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. Insurance goes into effect 60 days after employment depending on when the first day of work falls within the month. Please refer to the following website for more benefit information: www.ers.state.tx.us.

The Manager position is a live-off position; however, to assist in finding housing in the Lubbock community, a new Manager may live temporarily on campus in a guest apartment to assist in their transition. The length of time a Manager may live in a temporary apartment will be determined by their supervisor. If temporary live-on option is chosen, the Manager will need to pay income taxes on the monthly assessment of apartment and amenities. Reserved parking is available upon the individual purchase of a campus parking permit. Tuition for three academic credit hours each semester may be provided with the approval of your supervisor. Enrollment in a degree program must be earned for tuition to be waived.

Affirmative Action & Equal Opportunity (AAEO) Statement

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.