Position Title
Residence Life Graduate Assistant for Training & Selection

General Description
The Residence Life Graduate Assistant (RLGA) for Training & Selection position is designed to be a two-year experience and functions as an important member of the Department of Residence Life. The RLGA will work with student staff selection, training, and development processes. They will have the opportunity to learn about best practices, assessment, program design and implementation of initiatives to support successful processes for the department around selection, training, and development. This position will work in conjunction with and receive supervision from the Assistant Director of Residence Life for Staffing, Training & Development.

Primary Responsibilities

A. Selection
1. Support the recruitment and retention of outstanding diverse student and graduate staff members to the department.
2. Provide leadership and serve as a co-chair for the student staff selection committee(s).
3. Support and assist in coordination of workshops or class associated with selection process.
4. Assist with SAHE/Graduate Assistant selection processes; including scheduling, interview set up, and process meetings.
5. Coordinate, collaborate, and serve as a liaison for recruitment of student staff members by updating social media and web application systems, partnering with campus offices & departments, and exploring other recruitment avenues.
6. Provide functional supervision of Community Desk Managers (CDMs) and Staff Members (CDSMs) related to selection components.

B. Training
1. Provide leadership and serve as a co-chair for the student staff training committee(s).
2. Functionally supervise staff for training processes.
3. Support and assist in coordination of Residence Life Team retreats.
4. Serve on the Professional/Graduate Training & Development Committee.
5. Contribute to the training & development blog and residence life staff newsletter.
6. Assist with the on-boarding process by planning welcoming activities for new staff members.
7. Help coordinate the RAMpal program for various positions.
8. Serve as a consultant to residence hall staff for training ideas.
9. Assist in creating and providing online training modules for staff covering a wide variety of topics and competencies for all staff levels in the department.
10. Assess current training initiatives for effectiveness, learning transfer and improvements for future trainings.

C. Professional Development
1. Stay current with best practices for selection, training, and development that will benefit departmental staff.
2. Participate in Residence Life, Housing & Dining Services and Division of Student Affairs training and professional development activities.
3. Develop connections with various Residence Life and HDS staff, as well as others campus partners.
4. Demonstrate a professional commitment to diversity, inclusion, and social justice.

Minimum Qualifications
- Must be a full-time graduate student currently enrolled at Colorado State University
- Excellent communication skills (verbal and written)
- Ability to work in both a team settings and autonomously
- Demonstrated commitment to diversity, inclusion, & social justice

Preferred Qualifications
- Enrolled in the SAHE program
- Well-development organizational & administrative skills
- Flexibility and adaptability
- Ability to maintain confidentiality
- Experience facilitating training sessions and/or presenting programs
- Demonstrated ability to build positive working relationships

Selection Process
Individuals will be selected following regular graduate assistantship placement, based on the SAHE selection process. Applications should be submitted by the SAHE application deadline. If the position is not filled by SAHE students, it will be open to students from other graduate programs who can apply after the SAHE deadline.

Terms of Employment
The assistantship is a 25-hour/week appointment that provides the student with tuition for the 2016-2017 academic year (full tuition regardless of the student's residency status), plus a monthly stipend. Students typically apply for and receive in-state residency for the second year of the program. The period of employment is from July 2016 through May 2017 with the opportunity for summer work.

Additional Information
Time Commitment:
This position will have some evening and weekend responsibilities. While the total amount of time devoted to the position varies with the individual, it is the intent of this office to be in full compliance with appropriate Fair Labor Standards.

Length of Contract:
The RLGA for Training & Selection is expected to work for a ten-month period beginning with the onset of fall orientation and training (early July) and ending four days after spring commencement (late May). Summer employment opportunities may be available. Graduate Assistants may not accept additional employment without prior approval.

Academic Load - the RLGA for Training & Selection:
The RLGA is expected to balance their academic, assistantship, and personal commitments appropriately. They must have supervisor approval to enroll in more than 13 credit hours each semester. Graduate Assistants must maintain a 3.0 cumulative grade point average (GPA). If an RLGA’s semester/term GPA falls below a 3.0, they will have one probationary semester to meet the minimum requirements. If an RLGA’s cumulative or term GPA falls below 3.0 for two consecutive semesters, they will be released from their position.

Please note: you cannot hold another job, opportunity, internship, etc that is over 15 hours a week.

Professional Development Support:
All RLGAs are provided with $250 annually to support their professional development (i.e. attend a conference, workshop, etc.). This must be approved by a supervisor prior to registering for a conference.

Supervisor/ Contact Information:
Chris McKenzie Willenbrock
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