

Housing and Residence Life

Position:	GA for Staff Recruitment, Selection & Training
Remuneration:	\$ 13,500 (plus room, meal allotment and full tuition waiver contingent on acceptance to a partnering program)
Contact Person:	Jana Fryman, Assistant Director for Recruitment, Selection, and Training, Housing and Residence Life

Position Description

The Graduate Assistant for Staff Recruitment, Selection & Training within the Office of Housing and Residence Life is responsible for assisting with in-hall staff recruitment, selection, training, and development. The preferred candidate will have housing and residence life experience and must be enrolled in the College Student Personnel or related graduate program. We seek candidates with a commitment to working effectively with students, faculty and staff from diverse backgrounds. Specific responsibilities include but are not limited to the following:

- Student Staff Selection:
 - Co-chair the Student Staff Recruitment and Selection committee
 - Assist with the recruitment for and management of 280 student staff positions; including advertising, application processes, interviews, selection, and hiring.
 - Support the recruitment and retention of diverse student staff members
 - Assist with application review, interviewing and selection of student staff.
 - Help with coordination, training, and communication with 100+ RA Alternates
 - Evaluate, recommend and develop improvements for the staff selection processes.
- Student and Professional Staff Training:
 - Co-chair the Student Staff Training and Development committee.
 - Actively participate in the planning and implementation student staff training and professional development for 300 staff members.
 - Assess current training initiatives for effectiveness and develop improvements for the staff training processes.
- Serve on departmental and divisional teams and committees and attend weekly supervision and staff meetings
- Serve in the on-call weekend duty rotation for approximately 2,200-3,600 residents
- Consistently enforce University and residence hall policies through conversations with students and educational conditions of sanctions and serve as conduct hearing officer for cases involving violations of residence hall and university policies
- Support collaboration with faculty and academic support staff to promote the academic success of residents
- Establish collaborative relationships with University colleagues, including Division of Student Affairs staff, the Ohio University Police Department, Residential Custodial Staff, and Facilities personnel
- Other duties as assigned including some night and weekend time commitments.

How to apply: Please complete the online application at <http://www.ohiouniversityjobs.com/postings/29170>

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for **up to six** graduate assistantships at Ohio University. **For general questions on the GA application process, please contact:** Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students at es933317@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to: Jana Fryman, Assistant Director for Recruitment, Selection, and Training, or e-mail fryman@ohio.edu. For more information: https://www.ohio.edu/housing/pro_jobs.cfm

