UNIVERSITY OF WISCONSIN-STOUT
VACANCY ANNOUNCEMENT

JOB TITLE: Assistant Director, Training and Development
DEPARTMENT: University Housing
ANTICIPATED START DATE: July 5, 2017 *(or earlier)*

JOB DETAILS
The Assistant Director – Training & Development position in University Housing is directly responsible for all staffing functions (marketing, selection, training and development) of the following student staff positions in University Housing; hall managers (HM), assistant hall managers (AHM) and resident advisor (RA) positions. The Assistant Director – Training & Development ensures that accurate employment records are kept on all residential education student staff and ensures compliance with the Affordable Care Act (ACA) and other legislative and compliance issues that impact student staff positions. This position directly supervises 2 – 3 master's level Residence Life Coordinators (RLCs) and serves as a member of the central staff team in University Housing. This position also serves as the advisor to the National Residence Hall Honorary. There is occasional evening and weekend work required with this position.

QUALIFICATIONS
Minimum
- Minimum of three years, post-masters, full-time experience in student affairs.
- Master's degree.
- Strong written and oral communication skills.
- Solid supervisory abilities with demonstrated ability to challenge and support staff members.
- Demonstrated leadership capacity including well-developed organizational and administrative skills.
- Energy and enthusiasm, with a commitment to excellence in job performance.
- Experience with effectively implemented housing staff selection processes.
- Demonstrated success in coordinating and presenting training programs.
- Ability to work effectively as a member of a team and successfully implement strategic initiatives.

Preferred
- Ability to collaborate efficiently and effectively with other units in student affairs.
- Working understanding of creating learning outcomes and assessing student training programs.
- Demonstrated investment in professional growth and development for self and others.
- Intercultural competence and understanding so as to effectively engage students and staff in creating inclusive environments.

RESPONSIBILITIES
- Supervising 2 – 3 Residence Life Coordinators (RLCs) including selecting, training and evaluating the master's level professionals.
- Providing day to day programmatic and strategic direction for geographical residence hall area.
- In the absence of a RLC, supervise and manage an assigned geographical area until the position is refilled.
- Serving as the first-line conduct appeal person for conduct cases that occur within the residence halls supervised by the Assistant Director – Training & Development.
- Understanding the Intercultural Development Framework so as to adequately provide direction and support to RLC's to insure effective management of hate/bias incidents, individual and community conflicts.
- Ensuring that programs, services and initiatives in supervised geographical area are supportive of university efforts toward inclusive excellence.

- Communicating effectively with University Housing custodial supervisors and Physical Plant staff to ensure that facilities and maintenance needs are being adequately addressed in geographical residence hall area.
- Serving as the housing central office point of contact for crisis and emergency situations that occur in geographical residence hall area. Communicate with parents and housing leadership as needed.
- Advising the National Residence Hall Honorary (NRHH) including monitoring the NRHH agency account and ensuring fiscal responsibility and compliance with all regulations.
- Develop learning outcomes and evaluation processes for training and development programs for live-in student staff positions.
- Creating Residence Life Coordinator and student staff training programs that ensure all staff are adequately prepared to perform effectively in their respective positions.
- Overseeing on-going student staff training programs that effectively meet any compliance needs, university priorities or departmental needs.
- Providing direction to Residence Life Coordinators for in-hall training programs.
- Creating developmental opportunities, including but not limited to, internships, co-ops, and practicums that support student success and assist with creating opportunities for exposure to the student affairs profession.
- Implementing a job search series for students interested in pursuing a career in student affairs.
- Coordinating the recruitment process for professional live-in staff positions.
- Assuming coordination for supplies and operation of student staff resource programming rooms.
- Coordinate the evaluation process for live-in professional and student staff.
- Serving as the primary liaison with Student Health Services and Counseling Services relative to the scheduling of Peer Health Educator outreach programs in the residence halls.
- Serving as the primary liaison with Human Resources on student employee processes and for ensuring compliance with the Affordable Care Act (ACA) and other legislative requirements.
- Assist the Director of University Housing with budget development for residential education staffing, programs and services.
- Overseeing an operating budget for mental health training and awareness, upper-class programming, and the resource library.
- Co-manage the residential education budget (approximately $1.5 million) and contribute to the overall housing budget development process. Work with supervisee's to ensure expenditures are tracked and reconciled according to university procedures.
- Providing vision, feedback and input into the University Housing strategic plan, the Administrative & Student Life Services (ASLS) Focused Initiatives, and specific University Housing goals and initiatives.
- Serving as a member of the University Housing Leadership Team.
- Demonstrating a continued commitment to professional development that enhances knowledge and understanding of best practices, strategic initiatives, and enhanced services for residential students.
- Serving on university, divisional, and departmental committees as requested or appointed.
- Actively supporting university initiatives designed to increase enrollment, retention and graduation rates.

DEPARTMENT INFORMATION

University Housing is comprised of 17 permanent staff and approximately 225 student staff who, together, oversee all aspects of residential living. The department operates 16 campus residence halls and house approximately 3,000 undergraduate students (traditional style rooms and suite-style living).

University Housing implements living models for first year residents and upper-class residents that promote student success and engagement. Halls are open continuously from September to the middle of May with one building open all summer.

- **For more information, visit:** http://www.uwstout.edu/housing

CAMPUS INFORMATION

The University of Wisconsin-Stout offers a rich, dynamic and collaborative environment in which to work and grow. A member of the University of Wisconsin system, UW-Stout is unique within the system--it is named after its founder, James Huff Stout, and holds the distinction of being Wisconsin's Polytechnic University, a designation which highlights our combination of applied learning, real-world experiences and a solid liberal arts foundation.

UW-Stout offers 48 undergraduate and 26 graduate degrees, including two terminal degrees. Student enrollment is just over 9,500.

UW-Stout faculty enjoy opportunities for cross-disciplinary collaboration, state-of-the-art facilities, and a modern digital environment. UW-Stout values innovative approaches to solving problems in society and industry, and faculty are encouraged to maintain strong ties and seek collaborative projects within their disciplines and industries.

All undergraduate students participating in traditional, on campus-based programs are issued laptops. Faculty use the university's online course delivery system and must be available for online interactions and/or alternate time frames for teaching. Faculty members teach, advise students, conduct research, assess student learning and engage in service activities.

Menomonie, Wisconsin, is a town of 16,000 located in the beautiful Chippewa River Valley, 25 miles west of Eau Claire and 60 miles east of the Twin Cities of Minneapolis and Saint Paul.

More information about the UW-Stout community and region: http://www.uwstout.edu/about/community.cfm.

Facts and data about the university: http://www.uwstout.edu/about/facts.cfm.

ADDITIONAL INFORMATION

Competitive salary commensurate with qualifications and experience. The UW System provides an excellent benefits package including participation in the Wisconsin State retirement plan.

- **Benefit Details:** http://www.uwsa.edu/ohrwd/benefits/summaries/fasl.pdf
- **Total Compensation Estimator:** https://www.wisconsin.edu/ohrwd/benefits/totalcomp/

As an equal employment opportunity and affirmative action employer, UW-Stout is committed to inclusive excellence and is actively seeking applications from individuals from diverse groups. Employment will be contingent upon successfully passing a criminal background check and essential job function test.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in their online application, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

For campus safety information and crime statistics visit: http://www.uwstout.edu/police/clery.cfm

TO APPLY

1. **Go to:** http://jobs.uwstout.edu
2. **Select** the position from the jobs listing (utilize the scroll or search feature)
3. **Scroll** to the bottom of the posting and select your online application method

Before starting the online application process, we recommend you preview the Frequently Asked Questions (FAQs) available at: https://helpdesk.wisc.edu/images/group61/21900/TAMFAQ_CandidateGateway.pdf

Applicants will need to ***complete all required fields*** and attach ***all required documents*** prior to submitting the online application.

Note: *Once you have attached your materials and submitted your application you will not be able to go into the system and change them.*

Required application materials

- Cover letter ***SPECIFICALLY ADDRESSING*** how you meet the minimum and preferred qualifications
- Résumé
- Names and contact information for a minimum of three (3) professional references
- Unofficial copies of transcripts; official transcripts required at time of hire

Screening of complete applications will begin Monday, April 3, 2017. To ensure consideration submit a complete application online by 11:59 p.m. Sunday, April 2, 2017. Applications may be reviewed until position is filled.

It is the policy of UW-Stout to provide reasonable accommodations to qualified applicants with disabilities. If you need assistance, or accommodation in applying because of a disability, please contact us using the information below. Employment opportunities will not be denied because of the need to make reasonable accommodations for a qualified individual's disability.

QUESTIONS

For questions regarding this position or recruitment, please contact:

Search Chair: Andrew Cleveland
Phone: 715-232-2692
Email: clevelanda@uwstout.edu

APPLICATION ASSISTANCE

If you need assistance with the online application process or if you submitted your application prior to uploading required application materials, please contact:

TAM Coordinator: Kristie Olson
Phone: 715-232-1549
Email: olsonkr@uwstout.edu