

Administrative RA Central Office - Training/Selection/Logistics (Residing in Poling/Cauthorn Hall)

General Purpose: Responsible for day-to-day clerical and administrative assistance to UHDS personnel in completion of tasks and functions as assigned – including but not limited to: assisting with correspondence, development of training and selection materials, filing, educational material development, etc. Reports to RL/HS Assistant Directors

1. Data Entry of Confidential Applicant Information
2. Tracking of RA and RD Selection Process Materials
3. Communication with candidates as directed
4. Responsible for the maintenance of the Residential Life Staff Personnel File System
5. Manage Administrative Processes of all Residential Life Staff Searches and Training Events Including:
 - o Scheduling of Venues
 - o Scheduling of Candidates
 - o Confirmation of arrangements
 - o Securing Audio Visual Materials for training as directed
 - o Making and confirming catering arrangements as directed
6. Generates Academic Success Letters Winter and Spring Terms to both Residents and Staff as directed
7. Coordinates RL/HS Academic Success Events including: Venue, Speakers, Catering, and Attendees
8. Reviews Journals and Periodicals for Information to be reviewed by RLLS
9. Making travel arrangements for staff training and recruitment offsite events
10. Must know how to use Microsoft Excel and Word to create mail merge documents
11. Provides 17-20 hours per week of scheduled work time in the UHDS Central Office
12. Delivery and pick up of items across campus as needed
13. Must be able to work with a minimum of direction
14. Must be able to maintain confidentiality
15. Must abide by and address violations of the UHDS Student Policy and Information Guide, and all other applicable laws and policies.
16. Must be detail oriented
17. Other duties as assigned

Administrative RA Central Office - Conduct/Weatherford (Residing in Poling/Cauthorn Hall)

General Purpose: Responsible for day-to-day clerical and administrative assistance to UHDS personnel in completion of tasks and functions as assigned – including but not limited to: assisting with correspondence, development of training materials, coordinating scheduling of conduct cases and residence hall tours, managing confidential communication and files, educational material development, etc. Reports to RL/HS Assistant Directors.

Specific Duties:

1. Data Entry of Confidential Conduct Information
2. Proficient with RMS, Excel, and Word
3. Tracking of Fire Drill Information
4. Tracking of Staff Response Information
5. Creating Reports Including
 - o Conduct Statistics
 - o Fire Drill Reports
6. Tracking Administrative Conduct Process Documents
7. Responsible for the maintenance of the Conduct File System
8. Provide Tours of Weatherford
9. Conduct presentations about Weatherford and the Residential College Program to various groups
10. Other Weatherford Stuff that Dan Adds as assigned.
11. Maintains First Aid Kit Inventory
12. Manages Duty Log record keeping for Residence Halls
13. Provides 17-20 hours per week of scheduled work time in the UHDS Central Office
14. Delivery and pick up of items across campus as needed
15. Must be able to work with a minimum of direction
16. Must be able to maintain confidentiality
17. Must abide by and address violations of the UHDS Student Policy and Information Guide, and all other applicable laws and policies.
18. Must be detail oriented
19. Other duties as assigned