HALL DIRECTOR SPECIAL ASSIGNMENTS

1) Leadership Development Coordinators (2)
   • Chris and designated Hall Directors
   • Coordinate departmental support/training for elected student leaders
   • Coordinate a departmental leadership series
   • Provide support for the in hall special interest group initiative/development
   • Maintain the Exec Google Site
   • Advise the Leadership Development Committee (LDC) and oversee the planning of the Fall Leadership Conference
   • Work with University Centers to implement and enhance the campus-wide LeaderShape program
   • Work collaboratively with campus partners on various leadership initiatives

2) Professional Staff Training Coordinator
   • April and designated Hall Director
   • Coordinate Fall and Mid Year Training
   • Prepare list of professional development opportunities that are available and happening on campus
   • Also responsible for keeping the Pro. Staff Google Site up to date and relevant

3) Student Staff Training Coordinator
   • Patrick and designated Hall Director
   • Coordinate Fall, Mid Year Training, Student Staff Orientation and summer training modules
   • Assist in the training mid-year Student Staff hires
   • Also responsible for keeping Student Staff Google Site up to date and relevant

4) Student Staff Selection Coordinators (2)
   • Troy and designated Hall Directors
   • Coordinate annual student staff selection process
   • Administrative tasks related to online application, timeline, interview process, files, etc.
   • Work with graduate assistant in directing the student staff sub-committee in marketing positions and informational nights

5) Graduate Assistant Development Coordinator/NRHH Co-adviser
   • Dr. Nick, Patrick and designated Hall Director
   • Co-Advise the NRHH Executive Officers and assist with the NRHH Chapter Committees
   • Review practicum experience/document for grads selected for the AHD position in their 2nd year.
   • Provide opportunities for our 7 graduate students to meet and collaborate about their experience in Residence Life
   • Provide additional opportunities for further professional development in student affairs
   • Design and implement our undergraduate student affairs track for prospective graduate students

6) Summer Conferences and Summer Staff Selection Coordinator
   • Troy and designated Hall Director
   • Evaluate the previous summer conference program
   • Summer preparations and process development, Summer Assistant recruitment and selection, marketing and contracts
   • Work closely with Doug and Gary regarding summer placements

7) Assessment Coordinator
   • Dr. Nick and designated Hall Director
   • Prepare Quality of Life/EBI survey and distribution as well as develop reports and analyze data
   • Develop other systems of assessment within residence life (LLCs, FYE halls)
   • Serve on the Division of Student Affairs Assessment Committee

8) Social Media and Marketing Coordinator
   • Work with Chris on Marketing including promotions, graphics, ORL Newsletter, ORL Holiday Letter and enhancing communication on department processes to residents
   • Work with April on Social Media: Calendaring, Website, Facebook and Twitter
• Coordinate revisions to our “Living On” policy handbook

9) Life Skills Initiatives Coordinator
• April and designated Hall Director
• Develop proactive departmental plan to address alcohol use and behaviors
• Advise Peer Health Educator Liaisons to residence halls
• Work with campus partners on joint programming efforts (ex: Fit Checks/Assessments, Sex Week, and the new ‘Students in Recovery’ initiative)
• Work to create initiatives for students to further develop life skills
• Work with educational campaigns for residence halls including specifically social norming
• Work in collaboration with campus resources potentially serving on related committees

ACADEMIC YEAR AD HOC GROUPS

HD Search and Screen Committee (3 Central Staff, 2 HDs and 1 GA)
• Created annually from selected members of the Professional Staff.
• Time Commitment (November - April)

OPE /TPE Interview Teams (varies)
• Created annually from selected members of the Professional Staff.
• Time Commitment (March)

First Year Experience Ad Hoc (All FYE HDs/AHD)
• Ongoing FYE development, planning and assessment
• Enhance relationships and initiatives with the Academic Advising and First Year Experience/Student Success Coordinator
• Time Commitment (Intermittent throughout the year)

Staff Class Small Group Facilitators (6 HDs/GAs)
• Work with Patrick
• Time Commitment (October)

GOLD Facilitators (2HD /2 Grad)
• Work with Chris
• Time Commitment (September and October)

CBORD (2 HDs)
• Work with April
• Time Commitment (Intermittent throughout the year)

Advocate (1 HD)
• Work with April
• Time Commitment (Intermittent throughout the year)

BASICS Facilitators (Interested HDs)
• Work with the Wellness Office
• Time Commitment (Intermittent throughout the year)

DEPARTMENT COMMITTEES

UMR-ACUHO Host Committee
UW-La Crosse will host UMR-ACUHO in October of 2015. The UMR Host Committee will coordinate all aspects of hosting the conference in connection with UMR Committees. Opportunities include working with budgets, banquets, sponsorship, registration, dining, entertainment, inclusive excellence, volunteers, technology, marketing, corporate sponsorship and radical hospitality.

Inclusive Excellence Initiatives Committee
The IE Initiatives Committee works to identify ways in which we can enhance our individual and departmental effectiveness in the area of inclusive excellence and social justice, and works to design initiatives and/or recommend changes.
**ADVISING OPPORTUNITIES**

1. Greener Living Student Committee
2. Broadening Horizons Student Committee
3. Advising Student Conferences (WURHA, GLACURH, NACURH)
4. RA Conference Advising (Wisconsin, University of Northern Iowa)
5. White Privilege Conference

**GRADUATE ASSISTANT SPECIFIC OPPORTUNITIES**

1. Student Staff Selection/Student Staff Sub-Committee
2. HD Search and Screen Committee
3. OPE/TPE Interview Teams
4. First Year Experience Ad Hoc
5. Inclusive Excellence Initiatives Committee
6. UMR-ACUHO Host Committee
7. Staff Class Small Group Facilitators
8. GOLD Facilitator
9. RA Conference Advising (Wisconsin, University of Northern Iowa)
10. Advising Student Conferences (WURHA, GLACURH, NACURH and White Privilege)
11. Assisting on life skills initiatives and planning