



Student Affairs
University Housing and Residential Life

1910 Liacouras Walk Suite 201-301
Philadelphia, PA 19122
phone: 215-204-7184
fax: 215-204-3261
email: housing@temple.edu
web: www.temple.edu/housing

- Position Title:** Graduate Student Worker for Staff Recruitment
- Division:** University Housing & Residential Life
- Reports to:** Associate Director of Residential Life – Staff Development and Administration
- Position Overview:** The position assists the Associate Director of Residential Life for Staff Development & Administration by providing direct support to the comprehensive staff recruitment and selection process, including both professional and student staff positions. This is a live-off position with administrative and creative responsibilities to meet the recruiting needs of the residential life team.
- Employment Period:** August 29, 2016 - May 19, 2017
- Remuneration:** \$20.00 per hour/20 hours per week
- Qualifications:** Full-time, matriculated graduate student at Temple University. Strong administrative skills and excellent communication skills are necessary for this position; prior human resources or recruitment experience preferred.

Duties and Responsibilities:

I. Selection and Training:

1. Assist in the coordination of recruitment and selection processes of student staff, including but not limited to scheduling, interviewing and hiring processes.
2. Assist in the coordination of recruitment and selection processes of professional staff, including but not limited to scheduling, travel, interviewing and hiring processes.
3. Assist with arranging site coordination including, reservations, itineraries, and travel documents related to staff recruitment events.
4. Assist in developing and training staff on recruitment and selection related events.
5. Represent the department at local, regional, recruitment conferences as required.

II. Administration:

1. Maintain office hours at least 20 hours per week.
2. Attend weekly meetings with Associate and/or Assistant Directors for Residence Life.
3. Assist with all recruiting and training events—including but not limited to RA training for Selection preparation (January), RA Interview weekend (February), and Graduate staff interview days.

III. Other Duties:

1. Assist in the development of publications, recruitment materials and branding efforts.
2. Perform other duties as agreed upon by University Housing & Residential Life.