

Student Affairs Hiring Process  
**Suggestions and Guidelines**  
August 17, 2020

The purpose of this online resource is to offer a variety of suggestions and guidelines associated with the process of hiring new staff members. This is simply a set of guidelines, designed specifically for the Division of Student Affairs, to assist departments and units through the hiring process. WSU Department of Human Resources (HR) is the expert on all hiring-related policies and procedures and must always be a part of the hiring process. <https://www.weber.edu/humanresources> This resource is designed to be edited and added to over time. One single resource cannot address all of the nuances associated with hiring staff so as issues arise or items come up, please bring them to the attention of the Vice President's office so that appropriate modifications can be made.

**WSU HR Initial Administrative Considerations**

- Contact HR at ext. 6032 prior to creating a job posting and always include HR in the opening conference with the screening committee.
- HR should be contacted if there are questions or concerns about the recruitment process or the use of technology.
- Job posting must remain open for a specific time period. Minimum time period for tenure track faculty is 30 days and for instructor positions is 21 days. Minimum time period for a nonexempt position is 10 days and 14 days for exempt positions. If you require the posting to be less than the minimum time required, a waiver must be requested in advance to the office of Human Resources and granted by the AVP of Human Resources and the Director of AA/EEO. Hiring policies are outlined in PPM 3-5: [https://www.weber.edu/ppm/Policies/3-5\\_Hiring\\_of\\_Salaried\\_Personnel.html](https://www.weber.edu/ppm/Policies/3-5_Hiring_of_Salaried_Personnel.html)
- Positions can be listed as “open until filled,” or they can have a hard close date. If there is a hard close date, it cannot be prior to the minimum posting period. If designated as open until filled, a date when applicant reviews will begin should be listed so that potential applicants have a target date for submitting their paperwork for full consideration.
- See the WSU HR website for their suggested hiring guidelines: <https://www.weber.edu/HumanResources/employment.html#panel4d>

**Preparing for Recruitment and Posting**

- For a new position, use the Student Affairs template (*see Appendix 1*) to create the position description and to obtain SAMC and VP approval. All positions must have a position description on file.
- New positions (or positions without a position description) must be entered into PeopleAdmin before they can be officially assigned a grade by HR. Existing positions will already be in the PeopleAdmin system.
- If a current position is vacant, or if the incumbent will be leaving, the job description should be reviewed to make sure it accurately describes and matches the actual job. If changes need to be made to an existing job description, the changes should be submitted in PeopleAdmin by completing a job modification or job audit. This will help to ensure that the classification, salary grade, and title are appropriate for the position. If a current job description needs to be updated to reflect new job duties or responsibilities, the updates should be submitted to HR in the form of a position description modification or audit in the PeopleAdmin system. A position description audit should be used when the job has changed significantly. Generally, this means a change to 20-25% of the position's job duties.
- Be thoughtful in identifying minimum qualifications and preferred qualifications.
  - Minimum qualifications should be concrete and easily determinable from a standard resume/vita. (Candidates who do not meet minimum qualifications cannot be hired.)
  - Preferred qualifications can be more specific and specialized.
- Contact HR to post the position on the WSU Applicant Job Site.
- The job announcement can be posted on the Student Affairs website with more detail than HR posting; however, the two must be harmonious (there cannot be contradictions between the two) (*see Appendix 2*).

- External Advertising: HR can assist with information on costs for the available options, will place the ads, and bill your area accordingly. Duration of advertising depends on the position. See the following link for specific time periods: [https://www.weber.edu/ppm/Policies/3-5\\_Hiring\\_of\\_Salaried\\_Personnel.html](https://www.weber.edu/ppm/Policies/3-5_Hiring_of_Salaried_Personnel.html)  
External sources include:
  - ✓ Newspapers: *Salt Lake Tribune, Standard-Examiner*
    - Note: These sources can be very expensive and the applicant yield may not be significant, depending on the specific position.
    - May need to create a summary ad (“posting”) for posting; HR can assist.
  - ✓ Associations: NASPA and other professional networks/associations based on work/area. Keep in mind the timing of the hiring season and when association conferences take place.
  - ✓ *The Chronicle of Higher Education* (online)
  - ✓ Listserves associated with the position/area, e-mails to graduate programs or internship sites
  - ✓ <https://www.higheredjobs.com/Default.cfm> and <https://www.studentaffairs.com/>
- For professional positions involving a national search, another valuable way to build a strong applicant pool is to prepare and disseminate a position description summary which includes additional information about WSU and Utah. This can be shared through networks of colleagues via email (or hard copy), at meetings, conferences, etc. (*See Appendix 3.*)
- Research salary ranges with HR’s Compensation Analyst and by using the WSU HR compensation scales at <http://www.weber.edu/HumanResources/Compensation.html>

### **Purpose and Role of Student Affairs Screening Committees**

- The first steps with a screening process within Student Affairs at Weber State University is to identify the hiring authority, the screening committee chair, and then members of the screening committee. Appointing members to the team must be carefully considered to represent direct reports, students, and other key constituents. Providing balance among gender, race/ethnicity, and other variables is important. The supervisor of the position and the hiring authority (often the same person) should not be the chair of the screening committee nor serve on it. The supervisor/hiring authority will meet with finalists once they are on campus for final interviews.
- A primary responsibility of the screening committee is to market and advertise the position via Human Resources venues, personal listserves and colleague networks, professional associations, etc. The committee creates ranking criteria based on the position description; reviews and rates candidates in WSU’s Applicant Rating System; and conducts a series of interviews with successful candidates, typically through a first round of virtual interviews, and then inviting 2-4 finalists to campus for in-person interviews.
- In addition to ranking each candidate at the various stages of the screening process, the screening committee is responsible for facilitating meetings for the candidates, with appropriate constituents, when they are on campus. This might include airport transportation, escorting candidates between meetings, and/or dinners with candidates and key constituents.
- After final ratings are entered into the WSU system, the screening committee should meet to discuss pros and cons of each candidate. The chair can then schedule another meeting with the hiring authority so that committee members can share their feedback on each candidate directly with the hiring authority. The screening committee ultimately recommends the candidates that they find acceptable for the job. This may be all finalist candidates, no candidates, or somewhere in between. For example, if a screening process involved four finalists coming to campus, the screening committee might recommend to the hiring authority that two of the candidates are acceptable, or even that all four candidates bring different strengths and weaknesses to the position and all are acceptable candidates.
- The chair of the screening committee is responsible for compiling and presenting to the committee the various constituents’ feedback based on their interviews with candidates; comments are typically submitted by constituents via a Google Form or Qualtrics survey link. The chair is also responsible for changing the rating levels in the HR Applicant Rating System at each stage, so that committee members

can enter rankings at the various stages. Once the rating level is advanced, it cannot be moved back to a previous level.

- The hiring authority usually conducts reference checks but may ask the committee (particularly the chair) to assist with this step. Upon completion of the hiring ePAR and notification from HR, the hiring authority will make the offer of employment (conditionally, until background check has been finalized), and negotiate salary and start date. The screening committee chair must submit the hiring ePAR and finalize the screening process in the HR system.
- This process provides maximum flexibility for supervisors to hire the candidates that bring the best complement of skills, education, and abilities to the position at hand, after they have been thoroughly vetted by the committee. They will know best which attributes enhance their office and organization most.

### Committee Process

- Appointing personnel to the committee:
  - ✓ Who are the individuals that work with this position, in the specific office, the Division of Student Affairs, and the University overall?
  - ✓ Consider the diversity of the group as much as possible, in terms of gender, race and ethnicity, and an appropriate mix of faculty, staff, and students. Other factors that may be considered, if appropriate, are the inclusion of a peer or parallel position and support staff.
  - ✓ There should be 3-5 committee members total, as recommended by HR with an odd number being best. Screening committees for Student Affairs positions should include at least one student whenever possible.
- Things to consider for Screening Committee:
  - ✓ Develop timeline (*see Appendix 4*).
  - ✓ If position is director-level, SAMC and VP need to be involved, whether on the screening committee or time during the on campus interview.
  - ✓ It is important that each individual committee member knows up front what their responsibilities will be, including the expected time commitment and anticipated calendar of committee meetings.
  - ✓ The vital role of confidentiality should be discussed as a committee. Breaches of confidentiality can have legal and/or disciplinary consequences.
  - ✓ Potential conflicts-of-interest or other issues that could impede a committee member's objectivity should be assessed carefully when creating the committee. If a family member or close personal friend applies, it will be necessary for the committee member to recuse him or herself from the committee.
- Selection criteria/weighting, other committee info:
  - ✓ Once the committee is created, selection and applicant rating criteria will need to be identified and weighted.
    - Criteria and weights should be derived from the position description and announcement, paying particular attention to the minimum qualifications and preferred qualifications.
    - The particular criteria weights are less important than their weights relative to each other. The most important criteria should be weighted significantly more than the least important criteria.
    - It is often wise to weight interview-based criteria heavily; however, remember that the paper screen criteria will be reevaluated during the interview process.
  - ✓ Review of applicants for minimum qualifications can take place as the applications are coming in. Those who do not meet minimums should be eliminated by the chair in both PeopleAdmin and the Applicant Rating System. The paper screen process on the candidates who do meet minimums should not begin until after the minimum posting date and the committee is ready to move forward with the process.

- ✓ If any application is considered after the published date of review, all applications that have come in since that date must also be considered and scored. Midnight of the given date should be used as the cutoff point. In other words, someone who applied at 9 am should be included but someone who applied at 9 pm on the same day should be excluded.
- ✓ Committee members should be advised to scan 3-5 applications to get an idea of the range of qualifications in the pool before starting to score.
- ✓ Committee members should be advised to develop their own rubrics for scoring each criterion in order to ensure internal consistency of their ratings.

### **Phone or Zoom Interviews**

- Phone interviews are not required, but they can be a valuable tool for narrowing the applicant pool. Several considerations may come into play when deciding whether to schedule phone interviews:
  - ✓ If there is a natural break in the numerical scoring, phone interviews may not be necessary.
  - ✓ If there is a range of geographic locations represented in the top-rated candidates, phone interviews may be useful. For example, if you have four candidates all close in score and they are from Maine, Florida, Southern Utah, and Ogden, it would be appropriate to conduct phone interviews in order to bring in the top two or three candidates.
  - ✓ It is important to be consistent. If you phone interview one finalist, you must phone interview them all.
  - ✓ Standard questions must be asked of all candidates during phone interviews. Follow up questions to the standard questions are fine.
  - ✓ It is appropriate for questions to be written on a form with room for committee members to take notes on responses.
  - ✓ Check the technology ahead of time and plan to arrive 30 minutes early to interviews that involve use of technology.
    - SAT can help with technology setup and troubleshooting. Contact them in advance for assistance.
  - ✓ For Zoom interviews, prior to connecting via Zoom, candidates will need to have accepted the interview coordinator's Zoom invitation.
    - This information must be obtained/communicated in advance.
    - A backup telephone number should be identified for use in the event of a technology failure.
- The Screening Committee Chair should obtain affirmative action information from HR after the paper screen and before the decision is made to move a group of candidates to the next level. This needs to be done if the committee intends to give preference for ethnicity, gender, and internal candidates.

### **Preparing for On-Campus Interviews**

- When calling to invite candidates for on-campus interviews, an accurate salary range should be provided (salary range should be discussed with HR's Compensation Analyst prior to contacting candidates).
- Be well-prepared for the entire interview day(s) and present the department, division and university in the best possible light with the utmost professional approach.
- Bringing 2-4 candidates to interview in-person is appropriate.
- The hiring supervisor should make the initial contact with candidates; however, support staff can assist with logistics.
- Professional staff interviews should include:
  - scheduled time with the screening committee
  - 30 minutes with the VP, which can also include the appropriate SAMC member
  - department staff, students
  - general time for other relevant staff, including Student Affairs staff and pertinent staff from other departments

- Candidates for director-level positions should have an open forum for a presentation or interview with other directors. It may also be appropriate to ask candidates for non-director level positions to give a presentation while they are on campus. Consult with your SAMC rep to determine this. Schedule and publicize presentations and open interviews well in advance and allow enough time for both the presentation and Q&A. Provide copies of resumes and rating sheets.
- Information packets should be provided to candidates prior to in-person interviews. These packets contain information on WSU, Student Affairs (org chart, brochure, etc.), the department, and the surrounding area. Contact the VP office to request a Student Affairs org chart and brochures. The packet should also include an interview schedule, position description, and the names/titles of people the candidate is meeting with.
- Ensure that everyone involved in interviewing candidates receives the following information prior to the interview: candidate cover letter and resume, position description, candidate evaluation form, and interview schedule.
- Prepare interviewers who may be new to WSU's interview process (such as students or new staff) by reminding them of legal issues involving screenings such as the types of questions to ask and not ask. If a person asks a question that is illegal or inappropriate, intervene before the candidate has the opportunity to respond so that they are not in an awkward situation.
- During the interview, it is important to schedule a meeting between the candidate and HR so that all aspects of WSU benefits can be discussed. Allow 20-30 minutes for this meeting, during which they will also be given the option to leave their fingerprints to facilitate a background check if they are selected.
- Be sure the candidates know where to park and have a campus map.

### **Day of Interview**

- Candidates should be escorted between interviews by properly trained staff member(s).
- Allow for sufficient breaks for the candidate to regroup and/or use the restroom.
- Provide water for the candidate throughout the day.
- Include a tour of work space, buildings, and/or the university. Try not to schedule outdoor tours in the heat of the day, and check with candidates to allow any mobility issues to be accommodated appropriately.

### **Other Interview Considerations**

- *Meals*
  - ✓ It is appropriate to formally interview during meals, although these can also be casual opportunities to get to know the candidate more personally. Keep in mind that even in a relaxed, informal atmosphere, questions and small talk must still conform to legal and appropriate guidelines. Be conscious to allow candidates time to eat their meal.
  - ✓ Each meal should be planned and paid for by WSU. It is acceptable for the candidate to eat certain meals, such as breakfast, on their own as long as they can be charged to their hotel or otherwise covered by WSU.
  - ✓ Meals off campus should be paid with a WSU purchasing card. If you anticipate that alcohol will be included in the meal, consult your SAMC rep prior to the meal. Do not put alcoholic beverages on a P-card; it must be purchased separately.
  - ✓ Some suggestions for meals:
  - ✓ Breakfast: <http://www.jeremiahsutah.com/>  
<https://www.pigandajellyjar.com/>
  - ✓ Lunch or Dinner: <http://roostersbrewingco.com>  
<http://www.uniongrilllogden.com/>  
<https://www.stellason25th.com/>  
<http://www.thesonoragrill.com/>  
<https://www.rovalis.com/>

- *Airport and Other Transportation*
  - ✓ WSU should arrange airfare, if needed.
  - ✓ Candidates should be transported by a staff member in a WSU vehicle whenever possible, including airport pick up and drop off, and between campus, hotel and meals. We want to put our best foot forward and make a good first impression.
  - ✓ A tour of the Ogden area is generally appropriate as part of the interview process.
  - ✓ Reasonable candidate expenses will be reimbursed, such as airport parking and mileage from their home to the airport, although this can be negotiated in advance. Let the candidate know what WSU will arrange and what expenses will be reimbursed.
- *Hotel*
  - ✓ WSU should arrange the hotel reservation at a hotel that offers state rates.  
Hotels may include:
    - Ogden Marriott: <https://www.marriott.com/hotels/travel/ogdcy-courtyard-ogden/>
    - Hampton Inn: <http://www.hamptoninnogden.com>
    - Hilton Garden Inn: [https://www.hilton.com/en/hotels/ogdwbg-hilton-garden-inn-ogden-ut/?SEO\\_id=GMB-GI-OGDWBGI](https://www.hilton.com/en/hotels/ogdwbg-hilton-garden-inn-ogden-ut/?SEO_id=GMB-GI-OGDWBGI)
  - ✓ Never “put up” a candidate in a personal home, even if you know the candidate personally.

### Reference Checks

- Reference checks must be done (even for internal candidates). While there is no rule, HR recommends committees complete them after the face-to-face interviews and before a final decision is made. The reason for this timing (vs. prior to the interviews) is so that applicants have a fair opportunity to present their knowledge, skills, and abilities as they relate to the position. This also gives the committee a chance to verify candidate’s relative qualifications during the reference calls and to discern/explore underlying issues.
- Tailor standard questions for the reference check to areas important in making a decision, and be consistent.
- Prior to placing any reference check calls, first contact the candidate(s) being considered to let them know the next step in the process is to contact references. (It’s best to ask permission during the face-to face or phone interview and give the candidate the opportunity to confirm that the references are up-to-date. Example: Do we have your permission to contact any and all people associated with your current and past work and educational experience?) If a candidate’s immediate supervisor (or past supervisor) is not among the references, consider asking the candidate’s permission to contact that individual. Not having a supervisor on a reference list can be a red flag, so this should be explored with the candidate.
- You will need to complete a minimum of 2 reference checks for each final candidate. Three references are ideal, but HR can move forward with 2 positive reference checks.
- It’s best to schedule calls in advance to assure that the reference has plenty of time. Begin by identifying yourself and providing background information, such as an overview of the position, before questions are asked.
- Maintain documentation including those that do not produce information. One tool that can help with consistency is for every person making reference calls to use a written list of questions with space to write responses and notes, as is customary for interview questions.

### Offer

- Approvals are needed from HR before any offer of employment is made, conditional or otherwise. If the committee has eliminated a group of candidates and wants to notify them that they are no longer being considered, seek approval through HR from the AA/EO office.
- The offer is conditional until the candidate passes a mandatory background check conducted by WSU HR.
- Provide exact salary to candidate.

- Prepare information about other aspects of the position to “sell” WSU and the role. Confirm all information with HR before speaking to the candidate. For example:
  - ✓ Number of paid days for sick, holiday, vacation
  - ✓ Retirement benefits
  - ✓ Health plans
  - ✓ Wellness hours
  - ✓ Tuition benefits for self and dependents
  - ✓ Parking. It’s close and inexpensive compared to most universities.
  - ✓ Professional development opportunities and support
  - ✓ Cost of living in and around Ogden
- Determine a reasonable start date taking into account their providing notice to their current organization and time for relocating.
- It is possible to offer some moving expense reimbursement depending upon level of position. These stipends should not exceed \$500; however, consult with SAMC member when doing so. The employee will need to retain receipts from expenses to be submitted in a requisition after employment begins.
- Notify the Vice President in the event the offer is refused.

### **Orientation/New Employee Set up**

- Be in contact with the successful candidate prior to their start date to be sure they know where to go on their first day, park, general start/end time, etc.
- Provide new employee with a list of what documents to bring with them for HR and Payroll and have them meet with these offices on their first day of work.
- Set up an orientation schedule for the new employee’s first couple of days, include details of who they should meet. Schedule a limited number of meetings per day during their first week or two. Allow time for office set-up.
- See New Employee Checklist. (*See Appendix 5.*)
- New employee will be invited to attend a university orientation program coordinated by HR. In addition, the Division of Student Affairs’ New Staff Orientation is held two times per year.

### **Other Resources**

- Contact HR at any time during this process: <https://weber.edu/HumanResources/contact.html>
- WSU PPM 3-05 Personnel Employment: [https://www.weber.edu/ppm/Policies/3-5\\_Hiring\\_of\\_Salaried\\_Personnel.html](https://www.weber.edu/ppm/Policies/3-5_Hiring_of_Salaried_Personnel.html)
- Student Affairs Job Description Template (*See Appendix 1*)
- Student Affairs “Context/Content” Document (*See Appendix 6*)
- New Employee Checklist and HR Meeting Information (*See Appendix 5 and 7*)  
<https://www.weber.edu/HumanResources/employment.html#panel2d>
- For proper/improper pre-employment inquiry guidance:  
<https://rules.utah.gov/publicat/code/r606/r606.htm>

## **Student Affairs Position Description Template**

Updated 08/14/2020

### **Position Information**

Job Title:

Pay Grade:

Department:

Salary:

*Organizational Status:*

*Provide a brief description of the unit to give position context. Describe relationships, interactions and liaisons with other departments and the nature of these relationships. Include the positions to which the position reports, works with, contacts (both internally and externally) and supervises.*

*Context:*

*Enter WSU and Student Affairs context for advertising purposes.*

*Job Description:*

Provide one sentence to summarize the purpose of the position. This may be expressed in terms of duties to be performed, results to be achieved or key contributions to be made. Identify the core responsibilities, key deliverables or results to be achieved.

List the responsibilities in order of importance, while grouping related duties.

Use words that clearly and consistently describe the actual nature of the responsibility. For example, use of “manage” or “lead” indicates full accountability for the area vs. “coordinate” or “support” which indicates a contribution to but not full accountability.

Include the student affairs standard phrases where applicable. See page 2 of this Appendix for examples.

### **Minimum Qualifications**

Education:

Describe the minimum educational requirements of the position, including specific degrees or coursework required.

Experience:

Indicate the areas and amount of experience needed to meet minimum requirements of the position. Be specific in terms of years and months of experience required in each area. (Note that experience requirements are interpreted as full-time experience. For example, if it is 3 years, there should be 36 months of full-time related experience.)

Licenses, registration or certificates required:

List specific credentials needed to meet minimum requirements of the position.

Skills:

List job skills that are a requirement of the position. List hard skills such as computer skills and experience in specific computer applications and soft skills such as effective written and oral communication or ability to work independently and within a team environment.

**Preferred Qualifications**

List the preferred educational qualifications, work experience and skills or abilities that are a preference for this position.

**Required Applicant Documents**

Include items such as WSU application, resume, cover letter, and references.

**Optional Applicant Documents**

Include items that are not required but preferred, such as reference letters and transcripts.

**Percent of Time**

Enter FTE.

**Number of Months**

Enter number of contract months.

**Notes/Instructions to Applicants**

Include items such as instructions how to apply, the job close date or date that review of applicants will begin, criminal background check required as a condition of employment, WSU is an AA/EE employer, etc.

**Standard Phrases:**

*If possible and applicable, please include all of these standard phrases in Division of Student Affairs job descriptions:*

- Monitor budgets and spending for the unit; actively seek to create new revenue streams and expand existing revenue streams
- Assist with assessment efforts of the division and within the unit, including basic tracking of activities, program evaluation, and measurement of learning outcomes
- Collaborate with SA colleagues, academic colleagues, and other WSU campuses and centers to develop mutual relationships that directly benefit students
- Represent the department and serve on various Student Affairs and University committees
- Support efforts to increase and embrace diversity

**JOB ANNOUNCEMENT**  
**Assistant Director**  
**Community Involvement Center**  
**Weber State University**

**Position Summary:**

The Community Involvement Center (CIC), a strategic partnership between Academic Affairs and Student Affairs, facilitates both curricular and co-curricular service experiences for students, faculty and staff and serves as a catalyst for campus wide civic engagement initiatives. The CIC Assistant Director has primary responsibility for overseeing the Volunteer Involvement Program and other co-curricular, out-of-class volunteer service programs and opportunities. The Assistant Director also supports the CIC Director in the design, development, oversight, and implementation of community-based learning and community service programs at WSU.

**Specific Responsibilities/Duties:**

- Coordinate the Volunteer Involvement (VIP) Program, which involves advising, training, and overseeing the WSU Student Association Vice President of Service, as well as the chairs and student members of the 13 student lead VIP programs. This requires collaboration with the Department of Student Involvement and Leadership in areas such as student leader training, evaluation, group projects, and VIP budget coordination. Advise and support the Service VP to infuse service throughout WSUSA initiatives & programs.
- Serve as liaison between community partners and CIC by establishing and maintaining contact with directors and appropriate staff at these agencies; establishing and tracking MOUs with these agencies; and providing training for community partners to become more effective at facilitating community-based learning and volunteer experiences for WSU students.
- Collaborate in strategic planning, seeking external funds, assessment (of student outcomes, community partnerships and faculty experiences), applications for national, state or local recognition, and other initiatives necessary to establish the CIC as a national model for facilitating civic engagement.
- Coordinate public relations efforts to raise visibility of the CIC on campus, locally, statewide and nationally through newsletters, coordinating media coverage of events/activities, website, social media, presenting at conferences, and other means that will accomplish this goal.
- Provide guidance and direction for CIC staff members supporting CIC efforts for which the Assistant Director has direct oversight.
- Collaborate in preparing the annual reports and other CIC publications and resources.
- Oversee the AmeriCorps program and support the AmeriCorps program coordinator in his/her efforts to facilitate and grow the program.
- Coordinate networking opportunities between community and campus (volunteer fair, community tours, community partner breakfast, etc.).
- Assist with coordination of awards and recognition opportunities and events hosted by the CIC.
- Coordinate assessment efforts including basic tracking of activities, program evaluation, and measurement of learning outcomes in an integrated way.
- Represent the CIC and serve on University and/or Division of Student Affairs committees as appropriate.
- Chair the Adrian Maxson Scholarship committee which is responsible for administering the scholarship annually and conducting a day of service in Adrian's name annually.
- Collaborate with Education Access and Outreach to support the Utah Scholars program.

**Minimum Qualifications:**

- Master's degree in student affairs administration, higher education administration, leadership education, or related field.
- Three years of experience required in student affairs, higher education, community-based learning, community agency administration, student leadership development, or related field.

**Preferred Qualifications:**

- An earned doctorate or equivalent terminal degree in a relevant discipline.

- Experience directing a community service and/or service-learning program and advising student-led programs.
- Demonstrated knowledge of community service and community-based learning theory and practice.
- Demonstrated ability to develop and maintain relationships with community agencies, students, and faculty.
- An understanding of the higher education environment and ability to relate and work successfully with faculty.
- Exceptional interpersonal, communication and project management skills.
- A record of professional leadership and involvement relevant to the position.
- Ability to facilitate groups and work collaboratively across an academically and culturally diverse campus and community.

**For more information and to apply, see the Weber State University Job Applicant website at <http://www.weber.edu/humanresources>**

**-JOB DESCRIPTION-****Director Student Activities/Associate Director of Shepherd Union****Position Identification**

Position Title: Director Student Activities/Associate Director of Shepherd Union  
Today's Date: July 12, 2012  
Department: Student Involvement and Leadership  
Status: Full time (12 month/40 hours)

**Position Summary**

The Student Involvement and Leadership Director/Associate Union Director serves as a key leader within the Shepherd Union programs, services and operations. This position is responsible for the oversight of all activities that are offered through the Student Involvement and Leadership department, as well as assisting the Union Director in the development of programs and policies that promote quality and growth for the entire Union operations.

**Duties and Responsibilities**

1. Provides leadership for a comprehensive Student Involvement and Leadership department in support of student government, clubs and organizations, the Diversity and Unity Center, Greek Life, student leadership development, student risk management, programming board, and major campus programming including major speakers/lecture series, campus-wide recognition programs, and traditional campus events such as homecoming.
2. Designs, implements, and leads comprehensive student engagement opportunities for a large, diverse population.
3. Provides support to students in the development of innovative co-curricular programs.
4. Assists students in building connections with the academic community.
5. Provides oversight of departmental budgets.
6. Fosters learning among student leaders by supporting the academic mission of the university.
7. Supervision includes four professional staff members, two classified staff, graduate assistant interns, and student leaders.

**Required Experience**

1. Master's degree in Student Affairs, Higher Education Administration, or related field.
2. A minimum of five years of progressively responsible experience in the field of Student Affairs administration.
3. Comprehensive experience in student activities and programs including: Greek life, student programs, clubs and organizations, student risk management, student government, and union experience.
4. Knowledge of student development theory.
5. Demonstrated ability to design, implement, and lead comprehensive student activities and programs affecting a large, diverse student population.

6. Successfully demonstrated abilities and experience in staff supervision and development, budget management and training and developing student leaders.
7. Ability to work successfully in a team approached environment.
8. Demonstrated experience and understanding of student engagement and student development theory.

### **Preferred Experience**

1. Demonstrated ability in assessment processes.
1. Demonstrated success in implementing programs and services that support the goals, culture and educational mission of the university.
2. Demonstrated conflict resolution skills and creative problem solving.

### **Remuneration**

Salary: Dependent on experience

Benefits: Excellent retirement, medical and educational benefits

### **Location Information**

Founded in 1889, Weber State is an excellent teaching university of over 29,000 students from 50 states and 62 countries, offering more than 225 undergraduate certificate and degree programs, and 16 graduate degrees.

Located in Northern Utah's diverse city of Ogden (population 87,000) and situated in the foothills of the spectacular Wasatch Mountains allows for outdoor activities for all seasons as well as cultural option and close proximity (45 minutes) from all that Salt Lake City provides.

**For questions of further information, please contact William Fruth, Shepherd Union Director, at 801-626-7580.**

## APPENDIX 3

**Weber State University** is a comprehensive, regional university on two beautiful campuses in Ogden and Layton, Utah with three other regional centers in Northern Utah. WSU prides itself in its quality teaching, its commitment to meeting the needs of students at every stage of life and its ongoing service to the community. The university emphasizes undergraduate education and has an enrollment of over 29,000 students. It offers more than 225 certificate and degree programs, the largest and most comprehensive undergraduate offering in the state. The university also offers 16 graduate degrees. For more information about Weber State, visit <https://www.weber.edu/>.

Ogden is located 30 miles north of Salt Lake City on the slopes of the Wasatch Mountains and is a culturally and intellectually vibrant metropolitan area that provides affordable options for city, suburban, or country living. The Utah mountain environment offers year-round recreational opportunities including 12 national parks and monuments and 15 ski resorts on public lands.

CPSC is a department within the Division of Student Affairs, which has around 250 full-time staff members, about 300 student employees and 34 departments. The division provides an array of educational opportunities, programs and services to help students learn and succeed. Many services and programs directly support classroom and course learning such as tutoring and testing. Others are intended to assist students in overcoming barriers that might limit their ability to profit from learning or to help students attain a holistic education and healthy lifestyle.

The mission of CPSC is to enhance the psychological growth and development of the diverse Weber State University community. We support the academic experience by providing brief mental health counseling, outreach, and consultation services that help individuals identify barriers, improve coping, and achieve personal goals. CPSC has a clinical staff of 13 mental health professionals and one psychiatric nurse. Services are provided within a brief therapy model for students, faculty, and staff on both Ogden and Davis campuses. While primary responsibilities are clinical in nature, staff members also assist with assessment efforts of the division and within the department, collaborate with colleagues across the division and the campus, and serve on various interdisciplinary committees. Please visit the CPSC website at <https://www.weber.edu/CounselingCenter/> for further information about the center.

**APPENDIX 4**

<Position> Screening Timeline  
<Date>

Screening Committee Membership

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Timeline:

- \_\_\_\_\_ Create screening committee
- \_\_\_\_\_ Initial meeting and HR orientation
- \_\_\_\_\_ Create and approve job announcement, determine marketing strategy (i.e., local, regional, national, use of placement exchange, listservs, etc.)
- \_\_\_\_\_ Post job with HR (time will vary depending on type of position)
- \_\_\_\_\_ Placement Exchange process (if applicable)
- \_\_\_\_\_ Identify selection criteria and weights
- \_\_\_\_\_ Screen for minimum qualifications
- \_\_\_\_\_ Review and rate applications (paper screen)
- \_\_\_\_\_ Meet to discuss ratings/narrow pool
- \_\_\_\_\_ Phone interviews (if necessary)
- \_\_\_\_\_ Review and rate phone interviews/identify finalists
- \_\_\_\_\_ On-campus interviews
- \_\_\_\_\_ Identify acceptable finalists and forward names to hiring manager
- \_\_\_\_\_ Identify top candidate
- \_\_\_\_\_ Generate and process ePAR, offer position conditionally once notified by HR, negotiations, determine start date

## **New Employee Checklist**

- Payroll:** This office is located in the Miller Administration Building, Room 111. Remember to have your employees take a picture ID and proof of citizenship (social security card, birth certificate, or passport) with them to complete the I-9 Form. Bank information and/or a voided check will be needed to complete the Direct Deposit Form.
  
- Parking Pass:** Please have your employee contact Parking Services by phone, email, or in person (they are located in the Public Safety Building). Parking lot passes are assigned based on the building where an employee works. Parking passes can be purchased in full each year or as a payroll deduction per pay period. There are some instances where Parking Services will need a signed document from the Vice President's office in order to receive permission for a parking spot in a certain location. Please contact the VP's office if this is the case.
  
- Wildcard:** Have your employee visit the Information Desk at either the Ogden or Davis locations to get an ID card, which gives them library and gym access and discounts on tickets and bookstore merchandise.
  
- Key Request:** All employee requests for keys and electronic access are processed through the Key and Electronic Access app in their eWeber portal. To receive a proximity card for door access, a [form](#) will need to be completed and brought to the Wildcard Office, along with a government-issued ID. There is a \$10 charge for the first prox card issued. If a new staff member is working in the Shepherd Union, they will get their keys from SU 406, Shepherd Union Administration.
  
- Contact **Telecommunications** (ext. 6024; <https://www.weber.edu/telecom/>) for anything related to telecommunications services, accessories and requests, including:
  1. Change office phone Caller ID
  2. Set up voicemail
  3. Request a paper copy of the Campus Directory
  
- Student Affairs Directory:** Contact the Vice President for Student Affairs office to receive a copy of the most updated Student Affairs Directory.
  
- Email:** Gmail accounts will be automatically setup when an employee enters into the Human Resources system. HR will give the new employee a temporary password. Employees can also get their Wildcat username and set their password by going to [weber.edu](http://weber.edu) and clicking on "Password Help" beneath the username and password spaces. To get a username, click on "Get your Wildcat Username." Gmail tutorials can be found here: <http://staff.weber.edu/googleapps/index.html>
  
- Computer:** Contact the Student Technology Assistants (STAs) at ext. 8628 for assistance logging in to the computer, as well as any other computer issues. Supervisors can get a new employee's computer configured ahead of time so that he/she can log in as soon as receiving a username and password. Your employee will also need to get access to DUO.

- ❑ **Door/Desk Name Plate/Nametag:** Order nametags, desk plates, and some door plates from Wildcat Design & Print (use this [form](#) for ordering). If your employee needs the door plate that is purple and silver with the room number, they will need to contact Facilities Management.
- ❑ **Business Cards:** Order from Wildcat Design & Print (ext. 6107)  
[https://www.weber.edu/financialservices/Design\\_and\\_Print/BussinessCardForm.html](https://www.weber.edu/financialservices/Design_and_Print/BussinessCardForm.html)
- ❑ **Map of Campus/Give your employee a tour of campus on Day 1**  
<https://www.weber.edu/WeberStateMap/OgdenCampusMap.html>  
<https://www.weber.edu/WeberStateMap/WSUDavisMap.html>
- ❑ **Access:** Contact Student Affairs Assessment to set up the employee with Qualtrics and to be added to tracking and survey systems such as Starfish.
- ❑ **Box:** If your department uses Box, share files with your new employee. Basic training for Box can be found at <https://support.box.com/hc/en-us>. STAs can provide assistance, if needed.
- ❑ **Driver Safety and Certification:** If your new employee will drive for University business (in either campus or personal vehicles), they will need to complete a defensive driving training certification. <https://www.weber.edu/facilities/DriverSafetyCert.html> This needs to be renewed every two years.
- ❑ **Wellness:** If employees are interested, they can sign up for Employee Wellness which is a free benefit provided to help preserve your health and wellbeing.  
[https://www.weber.edu/employeeewellness/New\\_Employee.html](https://www.weber.edu/employeeewellness/New_Employee.html) You can also let them know about the Stress Relief Center in the Swenson Complex.
- ❑ **Housing:** If your new employee is moving from out of state, you can share information about moving to Ogden <https://www.ogdencity.com/1004/Live-in-Ogden>
- ❑ **eWeber Portal:** Take some time to quickly walk through the eWeber portal with your new employees. A few features to share are those below:
  - ❑ **Leave Tracker:** Show your new employee where they can check their sick and vacation hours accumulation and where to enter leave in Leave Tracker through Payroll. Make sure to let new staff know that this is done at the end of every month. This also includes the Enter Your Time Worked for non-exempt employees (to be submitted at the end of each week.)
  - ❑ **Provisioning:** If your new employee will need to access Banner or Argos, have him/her visit Security Access through Human Resources in their eWeber portal and request that.
  - ❑ **Training Tracker:** Let your new employee know all of the training opportunities for the different aspects of their job on campus by introducing them to Training Tracker through Human Resources in their eWeber portal.

- Tuition Benefits:** You can show new employees how to activate tuition benefits through Tuition Benefits Activator through Human Resources in their eWeber portal as well as walk through your expectations on when courses can be taken (e.g, lunch hour, after hours).
- Purchasing Card:** Decide if you would like your new employee to have a purchasing card. They can request this through the Purchasing Card Request app in their eWeber portal after you discuss whether the card will be used just for purchases or for purchases and travel. After you approve it, Purchasing will schedule training for your employee.
- New Staff Orientations:** New staff will attend two orientation programs. First is the WSU new staff orientation, which is typically held monthly. Second is the Division of Student Affairs new staff orientation, which is held twice per year (typically early fall and mid-spring). As part of the Student Affairs orientation, all new staff will have an opportunity to take StrengthsFinder.
- FERPA:** If your employee has not worked in higher education before or it has been two years or more since they were FERPA certified, share information about the Family Education Rights and Privacy Act and request that they participate in the FERPA certification through Training Tracker.
- Office Supplies:** These can be purchased at the bookstore or online through PAW Place.
- Introductions**

## APPENDIX 6

### **Weber State Context:**

Founded in 1889, Weber State University is an exceptional teaching university providing associate's, bachelor's and master's degrees in business, education, health professions, liberal arts, technology and sciences to meet the needs of the region. WSU offers more than 225 undergraduate certificate and degree programs, and 16 graduate degrees.

Serving more than 29,000 students, drawn predominately from Utah but also including representatives from all 50 states and 62 foreign countries, WSU takes pride in its student-centered environment, meeting the needs of both traditional and nontraditional students. WSU graduates are broadly educated, capable and prepared for meaningful careers, graduate and professional schools, and civic engagement. The hallmark of the university is excellent teaching with extraordinary interactions between faculty and students.

A multi-campus institution, WSU's Ogden campus, is 30 miles north of Salt Lake City. A second campus, Weber State University Davis in Layton, Utah, is growing to meet increased needs and demands of Davis County residents. In all, there are 113 buildings on 516 acres. WSU Online offers courses and degree programs using technology-enhanced learning to provide greater flexibility to meet the complex needs of students balancing family and work responsibilities. Situated in the western foothills of the spectacular Wasatch Mountains, outdoor recreation and extensive cultural opportunities abound. For more information about Weber State, visit [www.weber.edu](http://www.weber.edu).

### **Student Affairs Context:**

The Division of Student Affairs has around 250 full time staff members, about 300 student employees and 34 departments. The division provides an array of educational opportunities, programs and services to help students learn and succeed. Many of our services and programs directly support classroom and course learning such as tutoring, testing, and supplemental instruction. Some are intended to assist students in overcoming barriers that might limit their ability to profit from learning, while others are aimed at helping students attain a holistic education and healthy lifestyle.

Our goals and initiatives include fostering student learning, building partnerships and collaborations with faculty, increasing engagement of first year students, expanding outreach to and support of underrepresented students, and enhancing student involvement and leadership.

## APPENDIX 7

Remind new employees to bring the following items to their meeting with HR:

1. Social Security card
2. Driver's License
3. Social Security Numbers and names of those they wish to put on their insurance (health and dental)
4. Names, addresses, Social Security Numbers, and dates of birth for the people they want to be their primary and contingent beneficiaries
5. Voided check for Direct Deposit
6. If they are a veteran, HR will need a copy of their DD214
7. A letter of creditable coverage from their present health insurance carrier, if they are insured