



2018 Area Coordinator
& Residence Director
Recruitment Process

We are so excited that you're interested in a position as Residence Director or Area Coordinator with Housing and Residence Life at Utah State University! To make our process as transparent as possible, we have outlined it clearly below. If you have any questions, please don't hesitate to contact Whitney Milligan at whitney.milligan@usu.edu.

We anticipate having two .8333 FTE Residence Director and one 1.0 Area Coordinator position openings for 2018-19. Please visit on USU's HR site at <https://usu.hiretouch.com/> for more information.

Our process is threefold, and consists of an application, first stage interview, and second stage interview. Each portion of the process, as well as tentative dates, are included below.

APPLICATION

USU requires completion of the online application via USU Jobs, at <http://jobs.usu.edu/>. All candidates must complete this application for the position(s) in which they are interested.

The application **MUST** be completed prior to a scheduled interview or February 24, 2018, whichever occurs first.

FIRST STAGE INTERVIEW¹

USU will be attending The Placement Exchange (TPE) and will conduct first stage interviews on site with candidates. These interviews will be 30 minutes long and provide a chance for us to get to know candidates and for the candidates to get to know us.

We will conduct skype interviews for candidates not attending TPE who meet minimum qualifications tentatively scheduled for Monday, February 26, 2018.

All second stage interviews will be determined from these in-person and skype interviews.

SECOND STAGE INTERVIEWS

All offers for second stage interviews will be made no later than, Monday, March 5, 2018. We will ask that candidates accept second stage interview offers by Thursday, March 8, 2018 to arrange flights at as reasonable a price as possible.

We will be inviting three to six finalists to on-campus interviews for each position title, and anticipate having interviews during the week of March 19th. Finalists may be hosted in small groups for some parts of day two, but personal interviews will be done individually with the selection committee and the Executive Director of Housing and Residence Life. Typically, candidates will arrive by dinner on day one, interviews and tours take place on day two, and then depart the morning of day three. We cover all meals between dinner on day one and breakfast on day three. We will cover the cost of travel up front to and from campus for interviews; **however**, if you are offered the position and decline it, you will be required to reimburse USU for the full cost of transportation.

DECISIONS AND OFFERS

Initial position offers will be made no later than Friday, March 30, 2018 with a response from candidates requested by Wednesday, April 4, 2018. Due to required background checks as part of USU hiring processes, the candidate pool will not be dispensed until all positions are filled. However, all candidates will receive notice of their standing in our process by no later than Friday, April 6, 2018.

¹Preference will be given to candidates who are interviewed at TPE or via skype interview immediately prior to TPE; additional interviews after TPE will only be offered due to inadequate number of qualified candidates.