

Date of Board Meeting: 3-30-21

Date of This Proposal: 3-11-21

**SUBJECT:** Reorganize Residence Hall Supervisor Positions

**RECOMMENDATION:** Approve Reorganization of Residence Hall Supervisor Positions

**BACKGROUND/RATIONALE:** The department of Student Life manages residence halls; however, the administrative functions of residence halls are currently divided between two departments, Student Life and Athletics. All duties related to residence halls should fall under one department, Student Life. The current structure was developed because Residence Hall Supervisors (RHS) hold a 10.5 month position and are not available during summer to handle the bulk of duties related to resident contracts, billing, and correspondence with prospective students. Instead, the Athletics Department has handled these duties since many residents are athletes.

To address the split supervision issue and to solidify all functions of residence halls under one department, Student Life, the recommendation is to combine two 10.5-month support staff-level positions into one, 12-month professional-level position. The professional-level position will handle all resident life duties thus improving efficiency and ownership of duties. Further, the new position will include expanded duties requiring a higher skill level, such as:

- leadership training of Resident Assistants (RA);
- program development for students in areas of diversity and inclusion;
- increased authority over decisions affecting residents;
- coordination of communication between RHS and departments of athletics and fine arts; and
- collaboration on student engagement activities to support the Director of Student Life who is expanding student activities on all campuses.

A cost savings in salaries will be \$2,000 to \$10,000, depending upon the years of experience of a new hire.

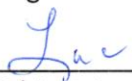
**Estimated Cost and Budgetary Support:** Savings within current budget

**RESOURCE PERSON(S) [name(s) and title(s)]:** Troy Jefferson, Director of Student Life

**SIGNATURES:**

  
\_\_\_\_\_  
Originator

3/12/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Cabinet-Level Supervisor

3-12-21  
\_\_\_\_\_  
Date

**PRESIDENT'S APPROVAL:**

  
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3-19-21  
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