



Become a Lumberjack at Northern Arizona University!

Residence Hall Director Information Packet

2019-2020



Housing and Residence Life

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Table of Contents

A Welcome Message from our Associate Director	3
Residence Hall Director Job Description	4-6
Minimum & Preferred Qualifications	4
General Responsibilities	4
Specific Responsibilities	5
Staff Supervision and Development	5
Student and Community Development	5
Administration	6
Summer Responsibilities	6
Terms of Employment	7
Application Timeline, Where to Apply, Our Process	7
Get to Know NAU	8
Life in Flagstaff	9
Community Building	10
About the Department	11
Professional Development	12
Residence Hall Director Testimonials	13
Frequently Asked Questions (FAQs)	14





A Message from our Associate Director

Greetings from Flagstaff, Arizona and NAU!

Greetings from Flagstaff, Arizona and NAU!

On behalf of Housing and Residence Life at Northern Arizona University, I would like to thank you for your interest in a Residence Hall Director position with us. Our Residence Hall Directors are the heart of our work with students and serve as critical leaders, mentors, and supervisors within our residence hall communities.

We are thrilled you have decided to learn more about Housing and Residence, NAU, and the Flagstaff community and encourage you to ask lots of questions to inform your search process. My hope is that through your interactions with our phenomenal staff and learning about our vibrant community – you will be able to see yourself as an RHD at NAU!



Jon B. Merchant, M.Ed.

We are excited to get to know you through our selection process and look forward to hearing about your professional skills and experiences through your application! Best of luck!

Go Lumberjacks!

Jon B. Merchant, M.Ed.
Associate Director, Housing and Residence Life



Residence Hall Director Position & Description

The Residence Hall Director (RHD) is a 12-month, full-time, Service Professional, live-in position that reports directly to a Housing and Residence Life (HRL) Assistant Director. The start date for the current vacant position is Fall 2019 after completion of required hiring paperwork.

Required Knowledge & Skills:

- Knowledge of supervisory practices and principles; supervisory skills
- Knowledge of crisis intervention strategies; helping skills
- Understanding of and commitment to intercultural competency and a diverse campus community
- Effective oral and written communication skills; ability to communicate effectively with individuals from a variety of culturally diverse backgrounds
- Knowledge of administrative practices; organizational skills
- Ability to work independently and meet multiple task deadlines
- Ability to establish and maintain effective student and staff relationships
- Knowledge of student development theory and practice
- Awareness of and commitment to the mission of Housing and Residence Life and Northern Arizona University

Qualifications:

Minimum:

- Bachelor's degree and three years of experience working with and/or leading students in a college setting, including two years of Residence Life employment experience

Preferred:

- Minimum qualifications AND...
- Master's degree in Student Affairs, College Student Personnel, Counseling, Higher Education Administration, or related field (completed by position start date)
- Graduate and/or full-time Residence Life employment experience

General Responsibilities:

The RHD role is a live-in position responsible for the total administration and operation of a residential community. RHDs are expected to provide welcoming and vibrant communities that foster personal growth and enhance the student experience. RHDs do this through staff and student development, resident outreach, community building, attention to facilities, emergency response, and administrative organization. Housing and Residence Life staff are expected to embrace and uphold the departmental Commitment to Inclusive Communities. RHDs manage residence halls ranging in size from 330 to 780 residents serving mostly freshman and sophomore students.



Specific Responsibilities

Staff Supervision and Development:

- Hire, train, supervise, and evaluate 6-22 Resident Assistants; in some cases, directly supervise a Graduate Assistant Residence Hall Director(s).
- Guide Resident Assistants in the implementation of the departmental Model of Development & Learning (MoDL) and resident outreach at the hall level.
- Work with staff members individually and as a team to encourage growth and development.
- Develop skills of Resident Assistants in peer helping and referral techniques.
- Provide staff members with ongoing positive and constructive feedback. Handle individual staff concerns as they arise.
- Facilitate staff meetings and participate in centralized staff meetings and in-services. Staff meetings are scheduled for Wednesday nights from 7:00 p.m. – 9:00 p.m. weekly.
- Organize and facilitate staff development activities to promote a strong sense of team and support, and to respond to staff concerns.
- Participate and assist in facilitating departmental student staff trainings in August and January. Plan and implement in-hall staff training sessions.
- Provide functional supervision to a student Desk Manager charged with oversight of hall front desk operations and desk staff supervision in conjunction with central HRL staff.

Student and Community Development:

- Interact and build rapport with residents from a wide variety of social backgrounds, providing them with personal and administrative support.
- Develop an inclusive and welcoming environment for residents and staff; be aware of current events and issues that may impact students; support the HRL Commitment to Inclusive Communities.
- Possess a strong understanding and commitment to the development of students.
- Implement the departmental MoDL into community building efforts, incorporating self-authorship theory, to promote the development of Self, Relationships & Community, Success Skills, and Integration.
- Advise the elected Community Council officers to coordinate an effective council and support leadership development skill building. Attend weekly Community Council meetings.
- Collaborate with HRL Residential College staff to support the Residential College program including programmatic, administrative, and student staff (Residential College Ambassadors). Attend monthly Residential College Council meetings.
- Support the Inclusion and Diversity (ID) Scholar program in hall with oversight by the Office of Inclusion: Multicultural & LGBTQIA Student Services.
- Work with students to develop and maintain an atmosphere conducive to study and community living; encourage students to take responsibility for developing a communal atmosphere.
- Counsel, advise, and provide appropriate referrals for residents in need of professional services, resources, and support.
- Address emergency and crisis situations appropriately as they arise.
- Apply conflict resolution skills and counseling techniques when responding to student crisis situations, roommate conflicts, student concerns, etc.
- Be familiar with and enforce the rules and regulations of Northern Arizona University (Student Code of Conduct) and Housing and Residence Life (Standards of Residence).
- Direct hall-level student conduct efforts and serve as a hearing officer for Housing and Residence Life and the Office of Student Life. Address inappropriate behavior of students incorporating a student development perspective and in following due process, determine fair and appropriate educational sanctions, and complete appropriate documentation (via Advocate). Make conduct and counseling referrals as appropriate.
- Initiate change by developing and implementing new ideas and concepts to improve the quality of life within the residential community.



Administration:

- Communicate regularly with Assistant Director/supervisor by providing accurate and detailed information, and keeping supervisor informed of events in the hall on a timely basis.
- Open and close residence hall at the beginning and end of each semester; submit summary closing reports.
- Assist with residence hall operations including student room assignments, in-hall and between-hall transfers, paid vacancy sales, and other housing functions.
- Utilize housing software database to manage facilities work orders, hall occupancy, hall resources, student programming reports, student employment, etc. (StarRez).
- Provide functional supervision to desk operations.
- Review and authorize expenditures for community building, community council, and staff development; ensure HRL and NAU budgetary guidelines are followed.
- Tour and inspect facilities to ensure building security and safety; recommend modifications in policy and procedure to upgrade safety and security of facilities. Facilitate monitoring of security system (Lenel).
- Serve as a liaison to departmental Facilities Coordinator(s). Report, track, and follow up on facilities issues in the hall. Advocate for facilities improvements to enhance student development and academic success within a residential setting.
- Consider parents/family members as partners in the growth and development of residential students; provide timely follow up via email and/or phone with parents/family members regarding their students' NAU experiences.
- Attend scheduled weekly departmental Hall Leadership Meetings and other staff meetings, workshops, and development opportunities.
- Serve on departmental committee to coordinate and manage processes, develop schedules and trainings, address critical issues impacting students and staff, etc.
- Participate in and be present at the following: Hall Openings & Closings, Homecoming, Family Weekend, Staff Selection processes, and other departmental programs and initiatives which may occur during evenings and/or weekends.
- Provide and share on-call coverage for campus, including weekday, weekend, and holidays.

Summer Responsibilities:

Housing and Residence Life serves a variety of populations during the summer months including NAU students, special program participants, and conference guests from all over the United States and other countries. RHDs help ensure continuity of all departmental operations during the summer. Residence halls that close for the summer may necessitate a temporary move to another residence hall during that time. As the Housing and Residence Life summer program is a department-wide effort, summer responsibilities may include the following:

- Participate in the hiring, training, supervision, and evaluation of student summer staff.
- Attend summer staff meetings/Hall Leadership Meetings.
- Participate in an on-call rotation for the campus community.
- Provide oversight for building preparations and turnovers.
- Support the management of building front desk, including staffing needs.
- Assist with building walkthroughs and follow up on maintenance/custodial concerns.
- Maintain regular communication with departmental, campus, and guest constituencies.
- Maintain a high standard of customer service.
- Plan for academic year community (Student Staff Trainings, Hall Opening, Community Building, Residential College Collaborations, etc.) and departmental processes.



Terms of Employment

Remuneration:

Salary: \$35,655. 12-month contract; furnished apartment (laundry or laundry allowance included); partial meal plan; full NAU benefits including vacation, sick time, insurance and retirement; reduced tuition rates.

Works Hours:

This position is exempt, full-time (40 hour week) with specified weekend and evening commitments that constitute a portion of standard working hours. Full-time RHDs accrue vacation at a rate of 22 working days, not to exceed 176 hours per year (used primarily when residential community demands permit and with supervisor approval).

Background Checks:

Employment is contingent upon satisfactory results for the following: a criminal background investigation, an employment history verification, and a degree verification (in some cases) prior to employment. Successful candidates will also be required to complete a fingerprint background check.

RHD Selection Timeline and How to Apply

General Timeline:

- Online application available January 2019
- Search Committee will conduct first round interviews early-mid Spring Semester via phone or on-site at The Placement Exchange
- Search Committee will conduct second round interviews on-site at The Placement Exchange or via Skype
- On-campus interviews for finalist candidates will take place mid-late Spring Semester until positions are filled
- Start date for position will be July 2019

How to Apply:

In order to be considered for the RHD position, you must complete the application process outlined on our Human Resources website. Please note that NAU HR only allows one document to be uploaded per application, so your cover letter, resume, and references will need to be in one PDF document. Steps for navigating the NAU HR website:

1. Visit <http://nau.edu/Human-Resources/>
2. Click on "Careers at NAU"
3. Click "Staff Openings"
4. You can find the Residence Hall Director posting on this page by scrolling through all open positions, searching Keywords "Residence Hall Director" OR by selecting the "Service Professional" filter in the left sidebar

Contact Us!

Please contact Robert Zbikowski and/or Jessica Velazquez, RHD Selection Co-Chairs by email Robert.Zbikowski@nau.edu / Jessica.Velazquez@nau.edu or by phone at 928-523-7656 / 928-523-7698. We look forward to hearing from you!



Get to Know NAU

NAU at a Glance

Northern Arizona University is an accredited, public research university with its beautiful mountain campus located on 740 acres in Flagstaff, Arizona. The university values and promotes a diverse university community and graduates individuals who are prepared to contribute to the social, economic, and environmental needs of a changing world.

Although classified as a high-research institution, NAU focuses heavily on the undergraduate experience. With an average class size of just 31, students can expect to build meaningful relationships with faculty and engage in individualized educational opportunities. Outside of the classroom, students have countless opportunities to participate in student activities. With over 350 clubs and organizations, from honors societies to a Quiddich team, there's something for everyone. Check out NAU's Points of Pride for more information!

NAU is rich with culture and history. With the original "Old Main" building still being used today, aesthetics of decades past and present can be seen through art and architecture on campus. In honoring NAU's history, students have opportunities to participate in various traditions:

- **"The Letters":** First-year students spell out "NAU" on the South Fields, commemorating their matriculation and providing an engaging setting to meet other new students. Pictures of The Letters can be found on billboards, postcards, and the NAU website!
- **Running of the Freshmen:** First-year students, clad in blue and gold, are invited to run across the Skydome football field to kick off the football season at the first home game of each year.
- **Homecoming:** The entire week of homecoming is rife with traditional events, including the annual Homecoming Carnival, bonfire, Chili Cook-Off, and Homecoming Parade!
- **Stew Fest:** Hosted by the Office of Indigenous Student Success, the campus community is invited to enjoy traditional Native American stews and fry bread.

Learn more about NAU's values, traditions, and history here: nau.edu/about/

Total 31,073

Flagstaff campus	23,140
Statewide locations	1,793
Yuma	500
Online/Personalized Learning	5,640
Total staff	4,863
Full-time faculty	1,151

Enrollment (Fall 2018)

Male	11,814
Female	19,259
Arizona Resident	20,696
Non-Arizona Resident	10,377

From nau.edu/institutional-research/quick-facts/

Founded: 1899

University type: Public, high-research

President: Rita Cheng

Accreditation: Higher Learning Commission

Full Time Undergraduate Flagstaff Enrollment: 22,134

Residential Population: over 8,500 students

Number of undergraduate degree programs: 95

Number of graduate degree programs: 61

Top Academic Programs (by enrollment):

Biomedical Science • Nursing,
Criminology and Criminal Justice
Elementary Education • Biology

Campus: 740 acres, including 23 residential buildings

Year Established: 1899

Alumni: more than 165,113
from the US.



Louie
the Lumberjack



Life in Flagstaff

When most people picture Arizona, they usually picture barren desert, cacti, and year-round, triple-digit temperatures. Such is not the case in Flagstaff and the surrounding areas! Located 120 miles north of Phoenix, Flagstaff is situated in the world's largest Ponderosa Pine forest at the base of the San Francisco Peaks. At 7,000 feet in elevation, Flagstaff experiences all four seasons with over 300 days of sunshine and around 100 inches of snow each winter. With a population of around 68,000, Flagstaff feels like a small mountain town with a big personality. Whether you are a food enthusiast, history buff, hobbyist, musician, artist, beer/wine connoisseur, athlete, or outdoor adventurer, Flagstaff has something for everyone to enjoy.

Things You'll Love About Flagstaff:

- **Location** - Flagstaff is 1.5 hours from the Grand Canyon, 2 hours from Phoenix, and 4 hours from Las Vegas. Sedona, the Red Rock country in Arizona, is also just 45 minutes down the beautiful Oak Creek Canyon scenic highway.
- **Food** - With over 200 local (non-chain) restaurants, Flagstaff is a foodie's paradise, boasting a diverse range of traditional and cultural cuisines.
- **Arizona Snowbowl** - Just 10 miles north of Flagstaff, this ski resort is open from November to April. In the offseason, you can take a scenic chairlift to the top of Humphreys Peak, the highest point in Arizona!
- **Lowell Observatory** - Flagstaff is the world's FIRST international Dark Sky City, which means we have some of the best views for night sky viewing.
- **First Friday Art Walk** - This monthly event in historic downtown Flagstaff showcases the talent of the local community through art, music, events, and food.
- **Downtown Flagstaff** - Featuring a variety of shops, breweries, and restaurants, downtown Flagstaff is the place to go to shop local and support the community. Heritage Square is in the heart of downtown and holds events throughout the year, including movies, concerts, and art fairs.
- **Festivals** - Flagstaff holds countless festivals and events each year for all sorts of interests. Some of these festivals include the Arizona Highland Celtic Festival, Pickin' in the Pines Bluegrass Festival, the Flagstaff Farmers Market, Brews and Blues Music Festival, Flagstaff Hullabaloo, and the Flagstaff Food Truck Frenzy.
- **Community** - Flagstaff has a vibrant local community with clubs, organizations, non-profits, volunteer opportunities, and interest groups that are open to anyone in the community. Flagstaff does a great job of recognizing and supporting people who are making positive local contributions.



Lowell Observatory was one of the first observatories in the West and is the home of Pluto, which was discovered here in 1930.—flagstaffarizona.org/media/fast-facts

Learn more about Flagstaff:

- [Visit Flagstaff \(Video\)](#)
- [Flagstaff 365 Events Calendar](#)
- [Flagstaff Chamber of Commerce](#)

#1 **Best College town in Arizona & #3 in the U.S.**
American Institute for Economic Research's
2017 Colleges Destinations Index

#5 **Most Scenic College Campus in the U.S.**
College Prowler

#6 **Happiest City in America**
Time.com



Community Building

Housing and Residence Life at NAU is focused on helping RHDs develop skills and competencies to prepare them for future positions. To accomplish that, HRL provides development opportunities throughout the RHD position.

The MoDL Model

The Model of Development and Learning (or MoDL) is the framework for all community building in our halls and includes the specific community building requirements of RAs. The MoDL is based on Dr. Baxter-Magolda's Theory of Self-Authorship. Through this model, students are asked to reflect on their own experiences and choices while helping foster the growth and development of themselves and others. The MoDL is a great tool for Residence Hall Directors to support the holistic development of their staff members, student leaders, and residents.



Community Council Advising

All RHDs at NAU advise a Community Council. This is a great way to have an impact on students throughout your community and to get to know your residents. The advising experience is a great hands-on way to develop your style and skills in areas such as leadership development, delegation, accountability, and motivation.

Large-Scale Event Planning

Each RHD takes part in a group that plans, facilitates, and executes a campus wide event. Some events have been traditional for multiple years while others are in their first few years of existence. The Letters, Running of the Freshmen, Family Weekend, Midnight Madness, and the Haunted House are all examples of HRL large-scale programming. Ask us for more details!

Departmental Committees

As an NAU RHD, you would serve on a departmental committee. These committees include the Diversity Committee, RHD Selection, GARHD Selection, RA Selection, RHD Training, and RA Training. In addition to serving on one of these committees, RHDs may volunteer to serve as an instructor for the RA Class, EPS 406, or may opt in to various short-term work group or planning team opportunities. As you serve on these committees, you have the opportunity to create processes and develop teamwork skills.

Weekend Commitments

We know that a lot of community building is done on the weekend: that's when our students are the most active and involved. We value being able to connect with and serve our residents where they are at, so we do ask for RHDs to be present and involved during key times of the year such as Move-in, Homecoming, Family Weekend, etc.

Residential Colleges

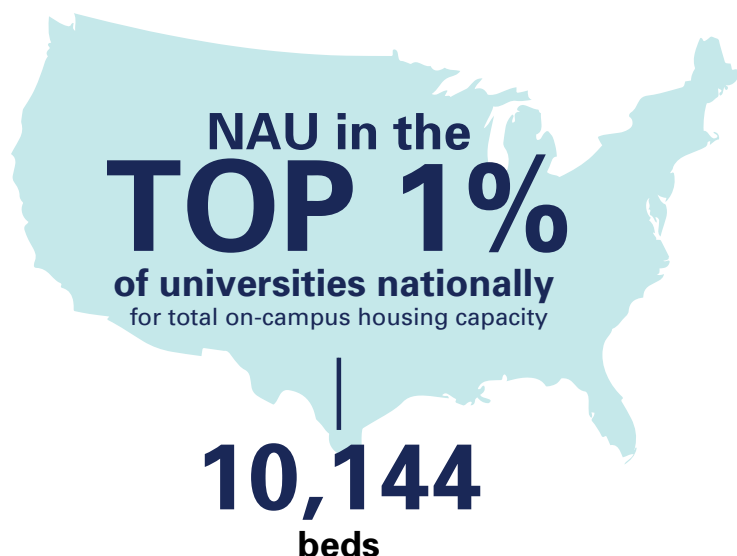
Each first year residence hall consists of two or more Residential Colleges that align with the academic colleges at NAU. Residential Colleges feature programs, events, amenities and academic resources tailored to each college and major. Residential College programs are planned by a Residential College Council comprised of faculty, advisors, and staff from various offices across campus. RHDs have the opportunity to participate in a Residential College Council as a way of building cross campus collaborations and supporting the students living in the residence halls. Living with others who share similar majors or career interests provides an engaging opportunity to establish valuable connections and friendships for our residents. Visit the [Residential College page](#) for more information.



About the Department

Mission Statement:

To provide **welcoming, vibrant** communities that foster personal growth and enhance the **student experience.**



By the Numbers

- 16** Residential Communities
- 9** Residential Colleges
- 175** Resident Assistants
- 38** Residential College Ambassadors
- 16** Desk Managers
- 13** Inclusion and Diversity Scholars

Commitment to Inclusive Communities:

Fostering inclusive communities where individuals are valued, safe, and heard is essential to the success of our students, staff, and faculty. We are committed to understanding both individual and shared human experiences and advocating for the respect and inclusion of all identities.

Values:

Learning, Integrity, Student-Centered, Inclusive Communities, Attitude-of-Service

Student Conduct Educational Philosophy:

Our [student conduct philosophy](#) centers on three goals: that the student conduct process be **fair and transparent**, **educational**, and **community-focused**.



Professional Development

Housing and Residence Life is dedicated to the professional development and growth of its team. Professional development is an on-going, continuous process throughout the course of an employee's career. It is important to our department that employees are developed to their highest potential during their time at NAU.

Professional Competencies

Housing and Residence Life focuses on developing five professional competency domains that broadly cover a number of skills and interest areas within each domain. These domains compliment the joint NASPA/ACPA competencies: *Interpersonal Interactions, Organizational Structure and Management, Self-Knowledge and Development, Engagement in Higher Education, Physical Resource Management*

What Development Opportunities Does NAU Offer?

There are numerous development opportunities for RHDs to take advantage of at NAU including activities planned by the department on a regular basis. Some of these include:

Structured Opportunities

Professional Development Plan

RHDs create a new plan every year to set goals for their growth in the upcoming year. These development plans are holistic and revisited by supervisors regularly to help RHDs make professional development an intentional part of the supervision experience at NAU.

Departmental Professional Development Meetings

Each semester, several staff meetings are set aside for the express purpose of staff development. Past examples of development activities include: intercultural competency assessment, advising skills, student conduct, motivational interviewing, and an annual case study competition. The department will also sponsor webinars and other activities from time to time based on staff interests.

Professional Experience

RHDs have the opportunity to lead ad hoc work groups and other initiatives to benefit Housing and Residence Life and to work with their supervisor to identify opportunities for growth and development within the University. RHDs are also assigned to a departmental committee each academic year and summer. The RHD position allows staff to take initiative and build their own development into their employment experience.

Optional Opportunities

Division Programs

EMSA (Enrollment Management and Student Affairs), the division that Housing and Residence Life is a part of, offers regular professional development options. Examples of past offerings include Safe Zone training, webinars on trending topics in the field, in-person workshops on how to support different student demographics, and much more!

University Programs

NAU's Human Resources department also provides options for professional development. Opportunities include: an institutional Emerging Leaders program, an Employee Development Day, and a variety of different workshops and developmental trainings. You can also participate in university-wide groups like Diversity Commissions and the Service Professional Advisory Council.



Residence Hall Director Testimonials

Describe how the transition was from your previous institution or location to NAU and Flagstaff.



Kelly Goolsby: The staff at NAU made my transition really smooth. Everything was explained before I started my move across the country, so I felt very comfortable with the process. When I arrived, a ton of information was shared with me regarding ways that I could explore the city to get adjusted, which was great. Foundations training was also a great introduction to professional staff life, which was something that I was nervous about coming from graduate school. There were also a ton of social opportunities available throughout training and the first couple of months which really helped with the social adjustment aspect of moving to a new state and city.



Bri Pearson: My transition to NAU was pretty seamless. Moving across the country can be pretty hectic, but I felt like HRL staff was very helpful and informative with all the things & information that I could possibly need before and during move-in. I also made the drive pretty fun as I planned it out as a road trip over 4-5 days. The only really tough part of the transition was adjusting to the altitude, as I moved from essentially sea level back in the Midwest to 7,000ft elevation here in Flagstaff. It was probably a couple months before I felt like I was completely adjusted.



Hillary Fanelli: I always say, and I have heard others say, that NAU is a very 'easy' place to be. By that, I mean that NAU is very welcoming, and the students and staff at NAU, along with the residents of Flagstaff, make the area feel like home. With that being said, the transition from my East Coast life to NAU and Flagstaff was very smooth and natural. While it was and still sometimes is hard to be away from family and friends, I have found that Flagstaff is a place that many people have wanted to come visit (even though they all tell me they're really coming to see me). Because of my personality, I find myself doing a lot of things alone or in small groups, and Flagstaff is a place that seems to support that lifestyle. However, if I did want to do something in a larger group, there are always opportunities, especially within the GA/RHD staff, to do so.

In what ways have you been able to grow professionally due to the RHD position?



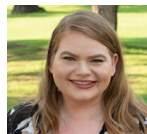
Serena Brown: One aspect that has allowed me to grow in this position is supervising a graduate assistant. The relationship we have built has allowed me opportunities to help them with their professional growth and learning how to give productive feedback. In addition we have the opportunity to participate in the Intercultural Development Index (IDI) which is an assessment designed to help you build intercultural competency. There are many other opportunities that the university holds that I hope to participate in as well in the future!



Demetri Kelley: I have grown within this role in many ways that I had not anticipated. I have experienced challenges with residents, staff dynamics and my overall sense of organization that have taught me valuable lessons and allowed me to grow into a better professional. For example, I thought that I had great supervision skills until I was presented with an experience that proved otherwise - however I was able to work through that experience and improve in my supervision as a result. That is one example, however there are truly countless ways through which I have been able to further develop professionally within this role.



Tyler Conlon: Honestly, there are too many ways to count. A significant point of growth for a lot of us is in supervision. There are lots of different buildings, staff, and supervision styles here at NAU. Because of that, you are highly encouraged to develop your own style and this prompts a lot of growth and learning.

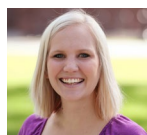


Becca Lynch: There are a lot of ways to gain professional development through our Student Affairs department, EMSA, through networking and webinars that I have enjoyed attending, and learning more from colleagues outside of HRL.

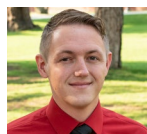
What would you say are the best aspects about living in Flagstaff?



Alana Brooks: The best aspect about Flagstaff for me is that there are a variety of things for individuals to do based on their lifestyle/hobbies. I love the downtown area because there are so many different types of restaurants and places to experience, and it is within walking distance of the university. I am a pretty independent person and like to do things on my own or with a small group of people, and Flagstaff is just the place for my style. Flagstaff also has a small town feel which I personally enjoy, and there are so many things to do outside of Flagstaff that are relatively close if you just need to get out of town or want to go exploring.



Dani Hall: I love being able to get outside and explore! There is so much awesome hiking and kayaking nearby, and nothing beats being mere hours from some beautiful wonders of the world such as the Grand Canyon and Sedona!



Josh Floyd: The Flagstaff community is friendly, progressive, and active. There are so many things to do in Flagstaff and it's pretty easy to find people you share hobbies with. Besides the community, Flagstaff is a beautiful town with a lot of character.



Frequently Asked Questions (FAQs)

Does NAU allow staff to have pets?

Housing & Residence Life accommodates service animals and other approved support animals that have successfully registered with NAU's Disability Resources.

What does an on-campus interview look like at NAU?

Our on-campus interview schedule consists of a full day of interacting with members of our Housing & Residence Life team and getting to know the campus and the Flagstaff community. There is one formal interview with the selection committee and the rest of the time is an opportunity for the candidate to interact with the department more informally. We want candidates to have a good understanding of who we are and what they can expect in the role.

If offered an on-campus interview, does NAU pay for my airfare up-front?

We ask that candidates book an economy class ticket to and from Phoenix Sky Harbor Airport. We will then make arrangements for the candidate to reach Flagstaff via shuttle where we will handle accommodations and meals. We reimburse candidates' airfare unless they are offered the RHD position and they decline that offer. If they are offered and accept, or they are not extended an offer, we will reimburse their airfare.

What is your policy regarding partners and guests?

Domestic partner benefits were phased out at state institutions after marriage equality was implemented in the state of Arizona. However, our department has created guidelines for full-time and graduate live-in staff members regarding their apartments and affiliates, dependents, and guests.

Does NAU reimburse relocation/moving costs should I be offered and accept an RHD position?

Unfortunately, we are not able to reimburse moving expenses at this time.

If offered an RHD position, will I be told my community placement?

Generally speaking, most community placements are made during the summer and after most interviews are concluded. Staff members are hired for the department and then placed based on the department's needs and the skill set that the RHD brings. We aim to hire candidates who could work anywhere within our system, rather than with only within one specific community



I've heard there's a 'Central RHD' position, what's that?

The Central RHD is a dynamic, live-on position focusing on departmental projects and supporting central processes and operations in the main office. Should an unexpected RHD vacancy occur, the Central RHD is then typically reassigned to a specific community.

Thank you for your interest in joining our Lumberjack family! If you have any questions about the position, application process, or NAU/Flagstaff please contact:

**Robert Zbikowski at Robert.Zbikowski@nau.edu or
Jessica Velazquez at Jessica.Velazquez@nau.edu
or Call 928-523-5840**