



NACURH

NATIONAL ASSOCIATION OF COLLEGE
& UNIVERSITY RESIDENCE HALLS, INC.

TO: NACURH Member Schools & Student Affairs Professionals
FROM: The NACURH Executive Committee
SUBJECT: Conference Resource Consultant Selection Process
DATE: September 12, 2016

To Whom It May Concern:

We are soliciting bid applications for the position of the NACURH Conference Resource Consultant (CRC). The CRC is a NACURH-level advisor who serves as an ex-officio member on the NACURH Executive Committee. The primary responsibility of the CRC is to advise and to provide council to the NACURH Annual Conference host committee, and serve as a resource to NACURH's regional conferences, The NACURH Board of Directors, and the Executive Committee.

Candidate Criteria:

1. Candidate must be from a current NACURH member school in good standing.
2. Candidate must be employed in a full-time student personnel position with at least 5 years of full-time professional experience in the field and be employed in a position above the hall director level.
3. Candidate must be able to serve a minimum of three (3) years.
4. Candidate should have experience advising a student organization and is strongly encourages to have experience advising a NACURH-related organization.
5. Candidate should have some experience working with NACURH- related conferences, either as an advisor or conference staff member.

Timeline for the selection process:

Intents due to NACURH Chairperson and Advisor | **October 5th at 11:59:59 EDT**
Bids due to NACURH Chairperson and Advisor | **November 1st at 11:59:59 EDT**
Candidates notified of their application status | **November 15th at 11:59:59 EDT**
Final candidate presentations | **January 4th at the Semi Annual Business Conference**

Requirements Service:

1. The CRC shall serve a term of three (3) years.
2. The CRC shall be available to the entire NBD to act as a resource and an advisor on NACURH Annual or Regional Conference issues or concerns. In the absence of the NACURH Advisor, the CRC shall temporarily assume the Advisor responsibilities.
3. The CRC shall have primary responsibility for the Annual Conference. At each Annual meeting, the CRC will hold training a session for all Regional Advisors regarding

advising regional conferences; Regional Advisors shall have the primary responsibility for advising regional conferences, with the CRC available for consultation. Copies of all Host Acknowledgement forms will be kept by both the CRC and the specific Regional Advisor.

4. The CRC shall conduct a workshop at each Annual Conference for schools interested in bidding for the Annual or regional conferences and for schools that already have received a conference bid.
5. The CRC shall be responsible for coordinating the Program of the Year award with ACUHO-I. This includes disseminating how-to-bid information to member schools, coordinating pre-selection committees prior to Semi-annuals and working with award winners for attending and presenting at the respective professional conference.
6. Retain a copy of all regional and Mini conference wrap up reports.

The first step of the selection process is to submit intent to bid for the position. Intents can be sent to chair@nacurh.org and nacurhadvisor@nacurh.org and should simply be an email expressing interest in the position. Following intent, candidates will submit a written bid.

Bid Criteria:

1. Candidate bids are to include:
 - a. Cover Letter, Current Resume
 - b. Goals synthesis
 - c. Three letters of recommendation from:
 - i. The candidate's supervisor or department head
 - ii. A student organization that was advised by the candidate
 - iii. Candidate's option
2. Candidate should include information regarding all aspects of conference planning they have experience with, particularly NACURH related conferences (i.e. advising regional or annual conferences).
3. Candidate should include a list of time commitments that would affect their ability and accessibility as CRC.
4. All bids submitted for CRC should include on electronic copy, in a format dictated by the NCO and NBD, to be sent to the NCO for the purpose of being stored in the Resource File Index (RFI).

After the written bid, the selection committee will select up to two finalists to attend the Semi Annual Business Conference at Purdue University on January 4th to present their written and oral bids to the NACURH Board of Directors for final selection. Please email chair@nacurh.org and nacurhadvisor@nacurh.org with any questions.

On Behalf of NACURH,
The NACURH Executive Committee
NACURH, Inc.